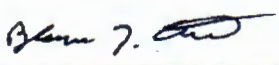
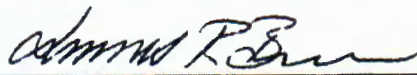


|  |   |  |   |  |                          |
|--|---|--|---|--|--------------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |   | <b>1. DUTY LOCATION</b><br>Dallas, Texas   |   | <b>2. POSITION NUMBER</b><br>6-2-088               |                          |
| <b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position   |   |  |   |  |                          |
| <b>Official Allocation</b>   | <b>b. Title</b>   | <b>c. Pay Plan</b>   | <b>d. Series</b>  | <b>e. Grade</b>                                    | <b>f. CLC</b>            |
|  | Environmental Engineer/Physical Scientist/Life Scientist  | GS   | 0819<br>1301<br>0401  | 13   |                          |
| <b>4. Supervisor's Recommendation</b>  |   |  |   |  |                          |
| <b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>  |   | <b>6. NAME OF EMPLOYEE</b> NICHOLE FOSTER  |   |  |                          |
| <b>7. ORGANIZATION (Give complete organizational breakdown)</b>  |   | <b>c. Drinking Water Section</b>   |   |  |                          |
| <b>a. U.S. ENVIRONMENTAL PROTECTION AGENCY</b>   |   | <b>f. 6WQ-SD</b>   |   |  |                          |
| <b>b. Region 6</b>   |   | <b>g.</b>  |   |  |                          |
| <b>c. Water Quality Protection Division</b>  |   | <b>h. Employing Office Location</b> Dallas, TX   |   |  |                          |
| <b>d. Source Water Protection Branch</b>   |   | <b>i. Organization Code</b> 90674307 / VDCB0000  |   |  |                          |
| <b>8. SUPERVISORY STATUS</b>   |   |  |   |  |                          |
| <input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |   |  |   |  |                          |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |   |  |   |  |                          |
| <b>a. Typed Name and Title of Immediate Supervisor</b><br>Blake Atkins, Section Chief (6WQ-SD)   |   | <b>d. Typed Name and Title of Second-Level Supervisor</b><br>James R Brown, Acting Associate Director (6WQ-S)  |   |  |                          |
| <b>b. Signature</b><br>   | <b>c. Date</b><br>8/26/14   | <b>e. Signature</b><br>  | <b>f. Date</b><br>8/26/14   |  |                          |
| <b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.   |   |  |   |  |                          |
| <b>a. Promotion Potential</b><br><input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |   |  |   |  |                          |
| <b>b. PSB Risk Designation</b><br><input type="checkbox"/> 1 Low<br><input checked="" type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | <b>c. Financial Disclosure Form</b><br><input type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input checked="" type="checkbox"/> No financial disclosure forms required   | <b>d. "Identical, Additional" (IA) Allocation</b> This position<br><input checked="" type="checkbox"/> may be IA'ed<br><input type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent | <b>e. FLSA Determination</b><br><input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative<br><input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive | <b>f. Functional Classification Code</b><br><br>92 |                          |
| <b>g. Bargaining Unit Code</b><br>0012   | <b>h. Check, if applicable:</b><br><input type="checkbox"/> Medical Monitoring Required<br><input checked="" type="checkbox"/> Extramural Resources Management Duties (25% of time)<br><input type="checkbox"/> This position is subject to random drug testing ( ) |  | <b>i. Classifier's Signature</b><br>PREVIOUSLY CLASSIFIED MD  |  | <b>j. Date</b><br>9/3/14 |
| <b>11. REMARKS</b>   |   |  |   |  |                          |

## **POSITION DESCRIPTION**

**Environmental Engineer, GS-0819-13**

**Environmental Scientist, GS-1301-13**

**Life Scientist, GS-0401-13**

**Position Number:** 6-2-088

**EPAYS Organizational Code:** 90614307

### **Organizational Location:**

This position is located in the Drinking Water Section of the Source Water Protection Branch, Water Quality Protection Division, EPA, Region 6, Dallas, Texas. The Drinking Water Section implements the requirements of the Safe Drinking Water Act (SDWA) including the 1996 SDWA Amendments, and administers the Public Water Supply Supervision Program in EPA Region 6 states and tribes.

### **Primary Purpose:**

The incumbent of this position is responsible for oversight of Region 6 State Public Drinking Water Supply Programs. Major duties include coordinating drinking water security initiatives in Region 6, oversight of the State's administration of the SDWA program (including the 1996 SDWA Amendments), assistance to EPA Headquarters with SDWA rule, guidance, and policy development, direct implementation of SDWA on tribal lands, technical monitoring of grant expenditures, provision of technical assistance to drinking water treatment system operators, and responding to citizen inquiries regarding drinking water quality.

### **The incumbent also:**

- Serves as designated liaison between the Office of Ground Water and Drinking Water (EPA Headquarters) and EPA Region 6 and States to communicate accurately the drinking water security activities and assignments;
- Disseminates all guidance, FBI drinking water security alerts, and other security communique to appropriate Regional and State management and staff;
- Serves as national small public water system workgroup member and develops an implementation strategy for ensuring the security of public water systems serving fewer than 10,000 persons;
- Participates in and completes specialized drinking water security training in various areas such as vulnerability assessments to ensure the safety of the public water supply;
- Attends national and Region 6 and State security conference calls, meetings and forums to ensure active Region 6 participation in drinking water security activities. Keeps current on all drinking water security initiatives;
- Prepares and delivers drinking water security briefings for EPA Region 6 and State management and staff to ensure that all current and applicable security information is

factored into management decisions;

- Responds to all drinking water threats and incidents by ensuring that management is informed of the circumstances in a timely and accurate manner;
- Coordinates all drinking water security activities with the EPA Region 6 Enforcement, Superfund, and External Affairs programs;
- Explores and develops opportunities for integrating drinking water security activities into existing drinking water programs such as sanitary surveys and the source water assessment program.
- Accomplishes duties related to environmental management and/or protection by overseeing SDWA implementation.
- Reviews and analyzes technical and/or administrative issues in order to implement SDWA and the Public Water Supply Supervision Program.
- Performs work related to preventing drinking water contamination problems through implementation of source water protection, enhanced water system management, risk prioritization, and partnerships with states, localities, tribes, water systems, environmental and public health groups, the scientific community, and the public. Identifies and scrutinizes contaminants that are most prevalent in drinking water, present the most serious threats to health, and can be most productively and effectively controlled.
- Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Writes study proposals, project plans, scientific and technical papers, publications, etc.

**Program/Project Management 34%**

Provides advice and assistance to EPA headquarters and Regions, State, local and/or tribal governments on matters relating to the development, execution, and monitoring of SDWA drinking water system security activities, protection policies, plans, and programs. Serves as a technical authority in providing expert advice and assistance to state, local and/or tribal governments on matters relating to the development, execution and monitoring of the most complex and politically sensitive SDWA drinking water system security activities, protection policies, regulations and guidance. Develops and/or analyzes proposals for new or revised drinking water system security activities, environmental protection regulations and determines their impact on public health, air, water, and/or land resources. Responds to inquiries from congressional representatives, the general public, and other stakeholders concerning the interpretation and application of SDWA drinking water system security issues, plans and policies



designed to meet program objectives.

Analyzes scientific and technical drinking water and public health issues and/or performs work involving the review and implementation of SDWA drinking water system security activities, standards and regulations.

**Scientific and Technical Analysis 33%**

Uses analytical methods and techniques to analyze a wide range of scientific, engineering, legal, environmental protection, and/or environmental management issues that relate to the SDWA.

Advises regional management and/or state or interstate authorities on the status of scientific/engineering developments and the degree to which their involvement is needed to ensure that vital regional or state interests are considered in related agency guidance and policies.

As a nationally recognized expert in drinking water vulnerability assessments, the incumbent provides expert and highly specialized technical assistance, models, or interpretations of data on drinking water, drinking water system security issues, and public health matters related to a specific scientific/engineering method/approach/function/process. Develops plans, reviews data, conducts tests, researches environmental and public health data, develops models, and/or provides information regarding the analysis and evaluation, with recommendations for the solution of problems/issues. Develops regional SDWA policy, as required, to address drinking water security and environmental problems/issues/processes. Develops and implements plans, and agency-specific SDWA policies to carry out technical solutions to significant drinking water security and environmental problems. Provides comprehensive and authoritative assistance to senior management in the negotiation of such plans and the resolution of very sensitive policy, legal, and technical issues. Makes formal presentations of a technical and policy nature before EPA headquarters, other federal, state, and local agency officials, private industry, and public and private groups. Disseminates scientific/ technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant technical and/or policy issues on the SDWA program, function, or activity. Develops technical/scientific training course(s) and/or course materials, and presents training on drinking water (including security) related areas. Performs vulnerability assessment and emergency operations plan training for States and public water systems. As needed, conducts vulnerability assessments at public water systems and recommends corrective measures. Incumbent defends findings before States, utilities and other stakeholders (which could include local law enforcement and elected officials). Negotiates controversial subjects with States, emergency responders and water utilities. Such negotiations may involve the content of vulnerability assessments and emergency operation plans, as well as corrective measures to address vulnerabilities identified in the assessments. Responds to all drinking water threats and incidents by ensuring that management is informed of the circumstances in a timely and accurate manner, and provides advice to states and utilities on responding to terrorist threats and acts. These actions may also involve controversial negotiations, and provide cause for the incumbent to defend his position. Coordinates all drinking water security activities with the EPA Region 6

Enforcement, Superfund, and External Affairs programs.

**Regulation Review/Implementation 33%**

Reviews and implements environmental technical standards, guidelines, policies, and formal regulations, especially those relating to the SDWA. As a national technical expert, provides principal support for completion of the regional SDWA regulatory implementation process, including conduct of public hearings and response to comments from those hearings and other public reviews, and negotiates and incorporates drinking water security considerations into all work products, such as regulations, sanitary surveys, and source water assessments. Prepares needed documentation, including draft Federal Register notices. Identifies work priorities and schedules.

**Factor 1-8 Knowledge Required by the Position, 1550 Points**

Mastery of specialty areas in environmental engineering and science, especially in the field of drinking water security, supply and treatment, sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of scientific technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major scientific technical issues that relate to the drinking water program. The position requires a mastery of SDWA and related statutes and regulations.

**Factor 2-4 Supervisory Controls, 450 Points**

The supervisor establishes overall objectives and resources available. The supervisor and scientist/engineer jointly develop projects, priorities and deadlines. The engineer/scientist independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

**Factor 3-4 Guidelines, 450 Points**

Technical, regulatory, and policy guidelines are often broad and nonspecific. The engineer/scientist is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices,

methods, and techniques; or to resolve situations where precedents are not available or not applicable.

**Factor 4-5 Complexity, 325 Points**

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering, science, and management requirements. The work requires originating innovative engineering techniques, establishing criteria and standards applicable to wide range of engineering and science problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science. Responds to all drinking water threats and incidents by ensuring that management is informed of the circumstances in a timely and accurate manner, and provides advice to states and utilities on responding to terrorist threats and acts. Responding to these circumstances may result in controversy where the incumbent would need to defend his position.

**Factor 5-5 Scope and Effect, 325 Points**

The work includes the resolution of a broad range of critical or highly unusual engineering and science problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer/scientist serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering activities and broad policy issues.

**Factor 6-3 Personal Contacts, 60 Points**

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

**Factor 7-3 Purpose of Contacts, 120 Points**

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Examples of such issues may include the content of vulnerability assessments and emergency operation plans, security enhancements, and corrective measures to address vulnerabilities identified in the assessments. Opportunities to influence and/or negotiate with others of contrary opinions may arise during an actual conflict, when a terrorist threat or act is carried out. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward

mutual goals.

**Factor 8-1    Physical Demands, 5 Points**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

**Factor 9-1    Work Environment, 5 Points**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.



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|--|---|--|---|--|----------------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |   | <b>1. DUTY LOCATION</b><br>Dallas, Texas   |   | <b>2. POSITION NUMBER</b><br>6-7-066           |                            |
| <b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position   |   |  |   |  |                            |
| <b>b. Title</b>  |   | <b>c. Pay Plan</b>   | <b>d. Series</b>  | <b>e. Grade</b>                                | <b>f. CLC</b>              |
| <b>Official Allocation</b>   | Supervisory Environmental Engineer/Environmental Scientist  | GS   | 0819/1301   | 14   |                            |
| <b>4. Supervisor's Recommendation</b>  |   |  |   |  |                            |
| <b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>  |   | <b>6. NAME OF EMPLOYEE</b> D Kim Ngo Kidd  |   |  |                            |
| <b>7. ORGANIZATION (Give complete organizational breakdown)</b>  |   | e. Drinking Water Section  |   |  |                            |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY  |   | f. 6WQ-SD  |   |  |                            |
| b. REGION 6  |   | g.   |   |  |                            |
| c. Water Division  |   | h. Employing Office Location DALLAS, TEXAS   |   |  |                            |
| d. Safe Drinking Water Branch  |   | i. Organization Code 90674307/VDC00000   |   |  |                            |
| <b>8. SUPERVISORY STATUS</b>   |   |  |   |  |                            |
| <input checked="" type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |   |  |   |  |                            |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |   |  |   |  |                            |
| <b>a. Typed Name and Title of Immediate Supervisor</b><br>James R. Brown, Branch Chief (6WQ-S) <i>Assoc. to Director</i>   |   | <b>d. Typed Name and Title of Second-Level Supervisor</b><br>William K. Honker, Director (6WQ)   |   |  |                            |
| <b>b. Signature</b><br><i>James R. Brown</i>   | <b>c. Date</b><br>10.27.2015  | <b>e. Signature</b><br><i>William K. Honker</i>  |   | <b>f. Date</b><br>10/27/15                     |                            |
| <b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.   |   |  |   |  |                            |
| <b>a. Promotion Potential</b><br><input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |   |  |   |  |                            |
| <b>b. PSB Risk Designation</b><br><input type="checkbox"/> 1 Low<br><input type="checkbox"/> 2 Moderate<br><input checked="" type="checkbox"/> 3 High<br>Security Clearance Required. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  | <b>c. Financial Disclosure Form</b><br><input checked="" type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required   | <b>d. "Identical, Additional" (IA) Allocation</b> This position<br><input type="checkbox"/> may be IA'ed<br><input checked="" type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent | <b>e. FLSA Determination</b><br><input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative<br><input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive | <b>f. Functional Classification Code</b><br>42 |                            |
| <b>g. Bargaining Unit Code</b><br>8888   | <b>h. Check, if applicable:</b><br><input type="checkbox"/> Medical Monitoring Required<br><input checked="" type="checkbox"/> Extramural Resources Management Duties (0 % of time)<br><input type="checkbox"/> This position is subject to random drug testing ( ) |  | <b>i. Classifier's Signature</b><br>PREVIOUSLY CLASSIFIED NLS   |  | <b>j. Date</b><br>10/30/15 |
| <b>11. REMARKS</b>   |   |  |   |  |                            |

SCANNED



**SUPERVISORY ENVIRONMENTAL ENGINEER/SCIENTIST**  
**GS-0819/1301-14**

**INTRODUCTION:**

The Drinking Water Section Chief, under the supervision of the Source Water Protection Branch Associate Director, is responsible for planning, organizing, directing, controlling and coordinating regional activities which involve: (1) Providing oversight and technical assistance to States in the implementation of the "Safe Drinking Water Act;" (2) Providing evaluation assistance in priority setting, and identification of problem areas for inclusion in State program work plans; (3) Providing expert advice and consultation to other Regions, Divisions, Labs, and Sections of the Agency, States, industry, and the public on issues associated with Safe Drinking Water Act programs; (4) Designing or directing the preparation of public water supply program evaluation strategy for assisting States with primacy in bringing water supply systems into compliance with the National Drinking Water Standards; (5) Modifying work plans and redirecting personnel and staffing efforts and resources in line with changing national, regional, and state-specific needs and technical findings; (6) Evaluating the effectiveness of State Public Water Supply programs and negotiating needed changes in work plan and special emphasis areas; (7) Identifying program and policy issues concerning operational, technical and programmatic direction; (8) Reviewing and evaluating program strategies and practices of States and EPA and takes actions to improve them; and (9) Providing direct implementation of drinking water programs on Indian Lands.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Directs, coordinates, and supervises the work of subordinate employees. Assigns work to subordinates based on priorities, selective consideration of difficulty, requirements of assignments, and capabilities of employees. Ensures timely performance of a satisfactory amount and quality of work, reviews work, and evaluates the performance of subordinates. Gives advice, counsel or instruction to individual employees on both work and administrative matters and develops performance standards. Identifies developmental and training needs of employees and provides or makes provisions for such development. Approves or disapproves leave and travel of subordinate employees.
- Manages and controls financial and human resources and computer/electronic equipment for the Section and implements control systems to track these resources. Is responsible for giving advice and assistance to the Associate Director and Division Director concerning possible ramifications of statutory, regulatory or policy and guidance changes.
- Interviews candidates for positions in the office. Makes selections for appointment, promotion or reassignment for subordinate non-supervisory positions.

- Establishes and maintains effective working relationships with Headquarters, States, and other branches and divisions. Represents the Agency with external organizations such as municipal, county and federal officials, industry, tribes and public interest groups as well as the general public in order to give expert advice on Safe Drinking Water Act (SDWA) program activities.
- Ensures that internal and external customers are informed and have adequate opportunity to participate in the Public Water Supply program strategies, guidance and/or plans.
- Forecasts and estimates program requirements and prepared reports, justifications, charts, graphs, statistical and narrative data for presentations to the associate director, division director, senior managers and/or outside customers.
- Ensures that responses to congressional and general correspondence and FOIAs are written in an articulate manner and that requests for reports, speeches, briefings, issues, etc. for action or information are coordinated and submitted timely.
- Plans execution of national and regional water strategies and priorities involving drinking water planning and those aspects to be carried out by State, local and federal agencies. Provides technical and management advice to States on regulated and unregulated contaminants and advances in water system technology.
- Provides leadership and support to highly technical and professional employees who implement the SDWA programs and develop long range plans in coordination with States and regional organizational units.
- Oversees a staff responsible for negotiating State and Tribal drinking water programs with appropriate agencies and which recommends depth of work, outputs and associated funding consistent with Federal law and regulations.
- Status on current and future State and Tribal activities affecting safe drinking water programs is provided to the Associate and Division Director.
- Manages, administers and implements internal control systems which will effectively relate to Section accomplishments, provide the status of individual programs and provide necessary information for establishing priorities with the Section. This includes proposed and final rules, regulations, statutes, and proposed plans, actions and programs involving drinking water activities.
- Provides evaluation of EPA Headquarters' regulations and guidance on allocated resources and effectiveness of section in accomplishing priority objective. (Workforce planning and analysis estimates).

- Advises associate director on effects of new or proposed legislation with regard to public water supply programs. Reviews and provides assessment of the effects of proposed legislation or proposed program requirements.

**FACTOR 1 – PROGRAM SCOPE AND AFFECT: 550 points**

The purpose of the work is to ensure that goals and objectives of the Safe Drinking Water Act/Public Water Supply Supervision programs are met. This work is accomplished by highly professional and technical staff who plan, develop, carry out and maintain strong State, Regional and EPA programs to protect or improve environmental quality, control pollution, remedy environmental damage, and ensure compliance with environmental laws and regulations. This work directed is both administrative and programmatic in nature.

Plans and directs drinking water program activities and performs related technical, administrative or professional work. The program segment and work directed encompasses all Region 6 states and Region 6 Tribes with public water systems. In addition, directs administrative activities such as management of budget and human resources which support and directly affect the operations of the section, branch and/or division.

**FACTOR 2 – ORGANIZATIONAL SETTING: 250 points**

This position is accountable to an Associate Director, a position that reports to the Division Director of the Region 6, Water Quality Protection Division. This position serves as a first line supervisor and is responsible for all activities within the Section.

**FACTOR 3 – SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED: 450 points**

The Supervisory Environmental Engineer/Scientist is assigned responsibility for managing and directing the development and preparation of plans and programs for carrying out the Region 6's Safe Drinking Water Act programs, determining methods to be used, approaches to be taken, resolving conflicts that arise and coordinating work with program officials, external groups, and officials from EPA headquarters and other government entities.

The incumbent discusses with the Associate Director and/or Division Director all program efforts which are potentially controversial with far reaching implications which may impact other Divisional program functions and/or policy issues.

Exercises final authority for the full range of personnel actions and organization design proposals recommended by subordinate personnel.



**FACTOR 4 – PERSONNEL CONTACTS:** 175 points

Personal contacts are with Headquarters, state, local and other federal officials, administrators, representatives of state and local planning agencies and environmental groups, trade associations, attorneys representing federal, state, and local governments, and the general public. Public contact through speeches, meetings, and telephone is required.

Contacts with state officials involve the exchange of information, communication of EPA policy or program changes, negotiation of performance standards, resolution of controversial issues and discussions regarding the adequacy of the states' administrative, environmental and review of authorized Safe Drinking Water Act program activities.

**FACTOR 5 – DIFFICULTY OF TYPICAL WORK DIRECTED:** 1030 points

Assignments involve the performance of complex non-authorized functions as well as the overview or concurrent review of authorized functions. Complex assignments involve conventional and unconventional aspects of environmental methods of all phases of the drinking water program, including problems encountered with meeting the statutory mandates of the Safe Drinking Water Act amendments. Issues encountered generally involve a combination of many and varied complex features.

**FACTOR 6 – OTHER CONDITIONS:** 1225 points


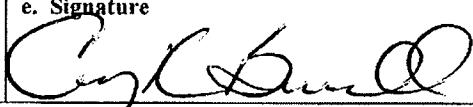
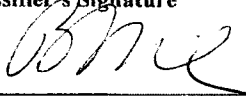
Supervision of highly technical, professional, and administrative personnel up to the GS-14 level for the purpose of carrying out the mission of the Public Water Supply program activities.

The incumbent exercises judgment and broad perspective in applying a thorough knowledge of the principles, concepts, and practices relating to environmental protection programs as they concern problems of organizing, planning, funding, and controlling environmental Safe Drinking Water Act program activities which includes technical and oversight responsibilities.

Independently selects, interprets, and applies the guides; modifying, adapting, and making compromises as required by the nature of the specific project being overviewed.

Work, for the most part, is usually performed in an office setting, although there is occasional exposure to conditions in or adjacent to industrial plants, water treatment and storage facilities. Extensive travel may be required.

**TOTAL POINTS: 3680**

|   |                                 |  |   |   |                  |
|---|---------------------------------|--|---|---|------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>   |                                 | <b>1. DUTY LOCATION</b><br>Dallas, Texas   |   | <b>2. POSITION NUMBER</b><br>V17006X  |                  |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position<br>OPM JFS for Professional & Administrative Work in the Accounting and Budget Group, GS-500s, GS-501 Series, 12/2000.  |                                 |  |   |   |                  |
|   |                                 | <b>b. Title</b>  |   | <b>c. Pay Plan</b>  | <b>d. Series</b> |
| <b>Official Allocation</b>  | Financial Management Specialist |  | GS  | 0501  | 13               |
| <b>4. Supervisor's Recommendation</b>   | Financial Specialist            |  | GS  | 501   | 13               |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any)  |                                 |  | 6. NAME OF EMPLOYEE<br>Angela Restivo   |   |                  |
| 7. ORGANIZATION (Give complete organizational breakdown)  |                                 |  | e.  |   |                  |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY   |                                 |  | f.  |   |                  |
| b. Region 6   |                                 |  | g.  |   |                  |
| c. Management Divison   |                                 |  | h. Employing Office Location<br>Dallas, Texas   |   |                  |
| d. Budget Section   |                                 |  | i. Organization Code<br>V0ADC000  |   |                  |
| 8. SUPERVISORY STATUS   |                                 |  |   |   |                  |
| <input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |                                 |  |   |   |                  |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |                                 |  |   |   |                  |
| a. Typed Name and Title of Immediate Supervisor<br>Amy Camacho, Budget Section Chief  |                                 |  | d. Typed Name and Title of Second-Level Supervisor<br>Corey Bonnell, Regional Comptroller |   |                  |
| b. Signature<br>  |                                 | c. Date  |   | e. Signature<br>  |                  |
|   |                                 |  |   | f. Date   |                  |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.   |                                 |  |   |   |                  |
| a. Promotion Potential<br><input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |                                 |  |   |   |                  |
| b. PSB Risk Designation<br><input type="checkbox"/> 1 Low<br><input checked="" type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |                                 | c. Financial Disclosure Form<br><input checked="" type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required   |   | d. "Identical, Additional" (IA) Allocation This position<br><input type="checkbox"/> may be IA'ed<br><input checked="" type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent |                  |
|   |                                 | e. FLSA Determination<br><input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive |   | f. Functional Classification Code<br>--   |                  |
| g. Bargaining Unit Code<br>1043   |                                 | h. Check, if applicable:<br><input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties ( 0 % of time)<br><input type="checkbox"/> This position is subject to random drug testing ( )         |   | i. Classifier's Signature<br>   |                  |
|   |                                 |  |   | j. Date<br>6/19/17  |                  |
| 11. REMARKS<br><br>Position is designated moderate risk, non-sensitive.   |                                 |  |   |   |                  |

**EPA, Region 6  
Management Division  
Office of Regional Comptroller  
Budget and Accounting Section**

**FINANCIAL MANAGEMENT SPECIALIST, GS-0501-13**

**INTRODUCTION**

This position is located in the Management Division, Office of Regional Comptroller, Budget and Accounting Section. This position reports directly to the Budget and Accounting Section Chief. The Primary purpose of the position is to be responsible for managing, analyzing, evaluating, and improving the financial management of a wide variety of programs within Region 6. These programs either directly or indirectly impact the accomplishment of the full range of environmental activities which the Region is involved. The incumbent is responsible for knowledge and management of Regional budget accounts that include, but are not limited to: Working Capital Fund (WCF), Workforce Support Account (WSA), Superfund, Trust Funds, Travel, Labor/Payroll, IT/Data Management, and all other funds which impact operations throughout the Region. The position has primary region-wide responsibility for financial management and budget execution of one or more appropriations, including Environmental Programs & Management (EPM), Superfund (SF), State & Tribal Assistance Grants (STAG), Science & Technology (S&T), and others which supply funds for the Region.

Develops, analyzes, evaluates, advises on, or improves the effectiveness of work methods and procedures, organizations, manpower utilization, distribution or work assignments, delegations of authority, management controls, information and documentation systems, and similar functions of management. Position has additional responsibility for the analysis, development and management of automated systems required for budget and program execution within Office of the Regional Comptroller. These systems are exclusively database architecture and require the development of unique applications across spectrum of budget programs and appropriations. Application development and programming is performed independently from other regional resources. Incumbent is responsible for developing and briefing Regional status reports for senior management. Reports compare performance of Region 6 with other Regions and with previous fiscal years throughout the Agency on a wide range of topics including, but not limited to grants execution, contract payments, WCF usage, WSA, FTE usage, training, travel, awards, labor execution, and other statistical analysis of accounts. Requires statistical analysis to provide recommendations and action plans as necessary to improve the performance of the region.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**Budgetary and Financial Management Analysis 75%**

Formulates, presents, executes, and analyzes organizational budgets. Participates in developing the annual budget formulation and/or execution process. Evaluates financial trends and determines compliance and agency guidance. Coordinates assigned regional budget segment and planning processes in order to inform upper management on key issues, to impact Agency processes and decisions – making, or planning the regional budget for the upcoming year. Gathers information for assigned programs and reviews budget formulations and workload analysis submissions. Monitors budget allocation and execution to insure the operating program



objectives are met. Performs in-depth, rigorous analysis of budget requests by employing techniques such as cost-benefit analysis, program trade-offs, and exploring alternative methods of funding. Monitors the use and rate of expenditure of budgeted funds in assigned areas through continuing dialogue with program officials and their staff, review of written documents, and examination of accounting records. Serves as regional expert on budgeting and financial management issues and activities in the areas assigned. Responsible for determining intramural fiscal budget and personnel requirements and control expenditures. Determines sources for requirements and recommends resource allocations based on priorities and needs.

Performs analytical and evaluative work associated with program activities associated with Regional appropriations.

### **Program Oversight 25%**

Analyzes and evaluates, on a quantitative and qualitative basis, the effectiveness of programs or operations in meeting established goals and objectives. Analyzes and prepares program status reports for review at all levels. Analyzes and integrates program financial, technical, procurement, and scheduling information. Evaluates region-wide programs against Department and Agency policies and procedures for short and long range objectives. Provides advice and assistance on budgeting, accounting, reporting, and decision-making actions

### **Factor 1, Knowledge Required by the Position**

**Level 1-8 1550 Points**

Mastery of the principles, concepts, laws, regulations, and practices of Federal financing and budgeting sufficient to perform financial management for major accounts that fund major programs of the Region (e.g., Working capital Fund, Workforce Support Account, Superfund, Trust Funds, payroll, and others); to formulate, present, analyze, and execute budgets for assigned organizational components or programs; to develop and present Regional status reports on topics such as grants execution, usage of various major program funds, etc.

Mastery of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of financial management processes and systems;

Comprehensive knowledge of the range of laws, policies, regulations, and precedents applicable to the financing of government programs.

Knowledge of approved agency database software programs and the ability to independently develop applications for unique program and budget requirements.

### **Factor 2, Supervisory Controls**

**Level 2-4 450 Points**

The Supervisor and incumbent develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its inception. Within the parameters of the approved project plan, the incumbent is responsible for planning and organizing the study, estimating the cost, coordinating with staff and line management personnel and conducting all phases of the project. The incumbent informs the supervisor of potentially controversial findings, issues, or problems with wide spread impact. Completed projects evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines and effectiveness in achieving intended objectives.

**Factor 3, Guidelines****Level- 3-4 450 Points**

Guidelines include Federal and agency financial and accounting laws, policies and regulations concerning the issue or problem being studied. The incumbent uses judgment and discretion in interpreting and applying existing guidelines to provide recommendations and solutions to issues or problems related to the effectiveness and productivity of the financial management programs. Within the context of broad guidelines, the incumbent refines and develops more specific approaches to implement solutions to problems related to financial management issues of concerns.

**Factor 4, Complexity****Level 4-5 325 Points**

The work involves a full range of financial management services associated with the obligation and expenditure of appropriated funds for such purposes as payroll and travel and for major programs of the Region such as the Working Capital Fund, Workforce Support Account, Superfund, Trust Funds, and others. The incumbent continually plans, reviews and expands the existing methods to effectively provide services. This process requires the employee to independently develop techniques to achieve the objectives of effective financial management programs.

**Factor 5, Scope and Effect****Level 5-4 225 Points**

The purpose of the work is to insure compliance with Federal and Agency laws and regulations governing financial management operations. This work also insures the accuracy and reliability of financial data.

The work affects the operation and management of programs by providing accurate and timely financial data. The work insures reports are accurately compiled and completed on time and accounting data, pertinent to the applications, are available for use.

The effects of the work results in compliance with Federal statutes, Agency regulations, while avoiding the over obligation of funds, and/or the misuse of appropriated funds.

**Factor 6, Personal Contacts****Level 6-3 60 Point**

Contacts include employees and officials at all levels within the Region, EPA headquarters personnel, other Federal Agency personnel, State personnel, and the general public.

**Factor 7, Purpose of Contacts****Levels 7-C 120 Points**

**The purpose of the contacts is to acquire or exchange information, resolve issues and problems related assigned responsibilities, negotiate or settle a variety of issues that may arise relative to overall financial management options, present and defend recommendations, and to formulate any needed policies or procedures.**

**Factor 8, Physical Demands****Level 8-1 5 Points**

The work is primarily sedentary, although some slight physical effort may be required.

**Factor 9, Work Environment**

**Level 9-1 5 Points**

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

**Total Points = 3190**

**Grade Conversion: 3155—3600 converts to GS-13**



United States Environmental Protection Agency  
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION

Kansas City, KS

2. POSITION NUMBER

00016023

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

95-819 (75-30) 4/78

| b. Title                       | c. Service | d. Series | e. Grade | f. CLC |
|--------------------------------|------------|-----------|----------|--------|
| Environmental Engineer         | GS         | 0819      | 13       | 409    |
| 4. SUPERVISOR'S RECOMMENDATION |            |           |          |        |

5. ORGANIZATIONAL TITLE OF POSITION (If any)

Senior Project Officer

6. NAME OF EMPLOYEE

Douglas J. Brune

7. ORGANIZATION (give complete organizational breakdown)

a. U.S. ENVIRONMENTAL PROTECTION AGENCY

b. Water, Wetlands, and Pesticides Division

c. Drinking Water/Groundwater Management Branch

d.

h. EPAYS Organization Code

90798100

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.
- ☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

David Doyle, Chief, WWPD:DWGW

d. Typed Name and Title of Second-Level Supervisor

Leo Alderman, Director, WWPD

b. Signature

*David Doyle*

c. Date

5/10/02

e. Signature

*John Harbison*

f. Date

5/13/02

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. Fair Labor Standards Act

☐ Nonexempt ☒ Exempt

c. Functional Code

41

d. Bargaining Unit Code

0029

e. Check, if applicable:

☐ Medical Monitoring Required

☐ Extramural Resources Management Duties ( % of time)

☐ This position is subject to random drug testing ( )

f. Signature

*David Doyle*

g. Date

05/16/02

11. REMARKS

**SENIOR PROJECT OFFICER  
INTERDISCIPLINARY POSITION  
ENVIRONMENTAL ENGINEER  
(GS-819-13)**

Serves as a Senior level professional in the position of Senior Project Manager. The incumbent has responsibility for making independent decisions and acts as the liaison with responsible state officials, and conducting comprehensive reviews of state Public Water System Supervision (PWSS) Programs. Further, through appropriate communications, monitor state PWSS program to assure compliance with state/federal regulations, measure the effectiveness of the state's program and obtain or provide technical, regulatory and programmatic information, all necessary and related to the successful conduct of the state primacy program. The incumbent is responsible for the reviews of outputs; such as reports, evaluations, results of work done by contractors; draft EPA responses to the state providing recommendations, corrective actions, or EPA approval/acceptance of finished product. The incumbent is responsible for initiation, negotiation, management and oversight of complex and sensitive projects associated with the oversight of state PWSS Programs.

The incumbent also has responsibility for grant management within the Public Water Supply Supervision Unit, and for training on new and revised drinking water regulations, policy and guidance. Incumbent serves as the technical liaison between internal EPA programs and provides technical assistance to the regulated public, local government, States, Tribes, federal agencies, and elected official regarding Public Water System Supervision requirements. Specific position elements include:

1. Responsibility for the development, and maintenance of a close working relationships with responsible state officials who are primarily senior levels professional personnel involved with state PWSS Programs. The incumbent responds to all inquiries from the state, and provides technical advice and assistance as needed.
2. Reviews complex reports and submissions from state PWSS Programs for compliance with federal laws, regulations, guidance and policy. During the review process, the incumbent provides guidance to state agency personnel on SDWA and National/Regional guidelines; analyzes data, and provides specific input for the identification of trends and regional goals.
3. Initiates analyses, evaluations and reports using inventory, laboratory and analytical information found in the State databases. Utilizes the results to arrive at conclusions regarding the effectiveness of state program operation, particularly with respect to compliance activities, and to provide State with advice and assistance in PWSS Program operation, management and enforcement.



4. Knowledge and skill to evaluate and incorporate the latest developed technology for assuring protection of water supplies.
5. Initiates and outlines special technical studies by regional staff and other agency offices/laboratories for the purpose of developing guidelines.
6. Disseminate scientific/technical information through oral briefings, written documents, workshops/conferences/seminar presentations, and/or public meetings regarding various aspects of the SDWA.

Incumbent provides responses to specific information requests, participates on special task forces; prepare responses to controlled and congressional correspondence, conduct necessary analyses and research related to these activities. Present special program or project briefings as requested. Advises supervisor and/or management of planned activities and accomplishments by means of entries in the weekly activity report and/or oral or written briefs as assigned by the supervisor.

Incumbent provides technical and program assistance to regional Safe Drinking Water Information System (SDWIS) data administrators. Acts as liaison between PWSS state contacts and other technical staff and SDWIS data system administrators.

Incumbent acts as liaison between PWSS program and regional Office of External Programs (OEP). Advises and assists OEP staff in developing and providing outreach information and materials related to PWSS program. Such information can consist of, but is not limited to, fact sheets, press releases, posters, and websites. Incumbent will provide information on PWSS orally by giving speeches, presentations, or participating in press conferences.

Incumbent evaluates adequacy and acceptability of technical analysis, studies, sampling and conclusion of State, Local, Tribal governments and industry when complying with the Safe Drinking Water Act and implementing regulations.

**Factor 1 - Knowledge Required by the Position -**

(Level 1-8 1550 pts)

Mastery of professional environmental engineering concepts and practices applicable to the technical problems associated with water treatment.

Mastery of related disciplines such as environmental science/chemistry/biology/geology in order to adapt practices from these disciplines where guidance may be lacking.

Knowledge and skill to adapt water treatment practices, technology, and methods in the development of regulatory guidance for industrial, municipal, and agricultural interests and the advancement of technical enforcement activities.



Knowledge and skill to review and evaluate the work of team members as assigned through the development of operating guidance and the review of projected work.

Knowledge and skill to apply current federal and state statutes, especially the Safe Drinking Water Act (SDWA), regulations, policies and guidance, along with judgement of best scientific and water treatment practices, to solve novel or extraordinary problems associated with compliance with the public drinking water program regulations.

Knowledge and skill to utilize the State PWSS Program databases to extract and utilize information necessary for oversight of the State PWSS Program; and the capability to apply this information to resolve complex and novel compliance and environmental problems.

Knowledge of EPA grant management requirements, policies and procedures in order to serve as project officer for grants awarded under the SDWA.

Mastery of the SDWA and its implementing regulations, related to the Public Water Supervision, Underground Injection Control, Source Water Protection, Wellhead Protection and the Drinking Water State Revolving Fund program.

Ability to develop and interpret guidelines, policies or methods and formulate decisions regarding necessary actions which include undefined issues which ultimately affect the quality of drinking water in Region 7 states, including the health of sensitive populations, children and the general public.

Demonstrated skill to foster cooperation and team approaches, motivate and be creative in resolving unprecedented issues.

**Factor 2 - Supervisory Controls -**

*(Level 2-4 450 pts)*

Supervisor makes assignments in the form of overall objectives and resources available. The incumbent is responsible for the planning, development, management and evaluation activities for specific state(s) projects associated with the Public Water System Supervision (PWSS) Program. Work priorities are determined by the incumbent. Incumbent works independently, and is responsible for planning and carrying out the assignments, resolving complex, difficult and unusual problems, and interpreting guidelines in terms of overall policies and objectives. The incumbent renders advice independently but keeps supervisor informed of major or controversial issues. Completed work is typically accepted as technically accurate, but subject to review for conformance with policy, attainment of objectives, and compatibility with work of other functional elements of the Agency.

**Factor 3 - Guidelines -**

*(Level 3-4 450 pts)*

Guidelines consists of manuals and publications (e.g., American Water Works Association manuals or EPA Cross Connection Manual) ; textbooks; Federal and state statutes and

regulations; local codes, standards and regulations (e.g., bans on use of lead solder and piping) ; Agency policy and program directives; and publications of professional societies. The incumbent is expected to be thoroughly familiar with such guidelines and be able to select from alternative approaches, or develop alternative procedures and evaluation criteria, in order to meet state/public water system/contractor oversight, and arrive at the solution of complex compliance problems. The incumbent is expected to select, apply and deviate from traditional engineering, scientific, and education methods and practices as required either by the nature of the process, or of the requirements of the problem situations encountered. Judgement and originality are required:

"To correlate the theoretical considerations in related science and engineering fields with actual experience, to evolve engineering and scientific compromises and, to plan and coordinate actions promptly to assure efficient and technically adequate responses, reviews and analysis."

**Factor 4 - Complexity -**

*(Level 4-5 325 pts)*

Assignments involve conventional and unconventional aspects of environmental engineering and scientific principles as they concern the legal requirements, applicable technology, and methods of industrial and municipal water treatment. Problems encountered may fall within and generally involve a combination of many varied complex features (for example, high nitrate levels affect very small children, usually, but in combination with high levels of other MCLs we are unsure of the effect on humans). Problems may also fall outside the state of the art (e.g., particulate analysis of ground water to determine if it is under the influence of surface water) and may require innovative approaches to meeting program requirements. Assignments involve the interpretation and implementation of regulations, policy and guidance that generally require supplementation to adequately address the range of problems/ subjects/projects encountered. The position requires considerable ingenuity to develop new administrative approaches for highly complex, controversial or unusual problems. Work requires independent judgement in the integration of the various components of the SDWA. The program requires cross-media and inter-divisional coordination.

**Factor 5 - Scope & Effect -**

*(Level 5-5 325 pts)*

The incumbent provides a high level expertise to address the complex scientific, technical, and regulatory issues in the Public Water System Supervision (PWSS) Program. This involves initiating, planning and conducting activities to evaluate the effectiveness of state implementation and enforcement of the PWSS Program; providing advice and guidance to state PWSS Program managers and personnel in identifying and resolving critical problems in helping public water supply systems meet drinking water standards. The incumbent must consider complex regulations, and the competing interests of public health and economic impact. The incumbent also negotiates plans, directs, reviews, and evaluates contractor performance on grant activities supported by Headquarters and regional funds.

The incumbent plans, organizes, and conducts training activities for state and regional personnel on new and revised public drinking water regulations, EPA policy, program implementation, primacy and database reporting requirements. This involves dissemination of large amounts of complex information, while taking into account the varying needs, interests, and abilities of the participants. The incumbent initiates analyses, evaluations and reports using inventory, laboratory and analytical information found in the State public water system database. This involves in-depth knowledge of the operation and management of the State PWSS Program and data processing systems in order to use the results of these analyses, evaluations and reports to arrive at conclusions regarding the effectiveness of state program operation, and to provide State with advice and assistance in PWSS Program management. The incumbent's work products, recommendations and decisions impact a wide range of national, regional, state and local public water supply programs, especially the health effects of those programs.

**Factor 6 - Personal Contacts -**

(LEVEL 6-3 60PTS)

Personal contacts are with EPA Headquarters/Regional Office administrators and representatives; state and local government officials; state legislators and their representatives; state and federal, public and private laboratory managers and analysts; contractors; engineering firms; consultants; scientists, engineers, data management/programming specialists; medical/technical/scientific/engineering subject matter experts and specialists; scientific and professional organizations; public water system representatives; Indian Lands representatives and federal agencies responsible for Indian Lands; interstate carrier representatives; law enforcement, and the general public.

Typical of these contacts are contacts with scientists, engineers, technical staff, grants/congressional/public affairs specialists, managers, and attorneys at the EPA Headquarters and regional offices; state PWSS central and regional office program administrators and staff; city clerks; congressional offices; state, private and EPA laboratories; private data management contractors and consultants; engineering firms and consultants; environmental groups, industry and manufacturers representatives; professional organizations, national and state rural water associations; public water system managers and operators; Tribal Councils, Indian Lands public water systems managers and operators, Indian Lands bureaus and health agencies; interstate carrier representatives; university and secondary level educators and students; and citizens requesting information.

**Factor 7 - Purpose of Contacts -**

(LEVEL 7-3 120PTS)

Contacts are to explain the purpose and function of the Public Water System Supervision (PWSS) Program, both technical and programmatic; advise EPA Headquarters, EPA Regions, states, public water systems and local governments concerning non-compliance problems with the Safe Drinking Water Act (SDWA), National Primary Drinking Water Regulations (NPDWR), National Secondary Drinking Water Regulations (NSDWR), PWSS Program Implementation Regulations, EPA guidance, and EPA policy; the Region's Small System's initiatives, the Water, Wetlands and Pesticide Division's (WWPD) efforts on counter-terrorism,

train EPA regional, state government, local government, public water system, and professional organization representatives concerning new and ongoing regulations, program and data management requirements; conduct surveys and investigations; compile statistics and conduct compliance analyses with information derived from state and federal computer databases; utilize written and computer information to analyze, evaluate and explain complex and controversial technical and regulatory issues where there are conflicting interests and opinions; justify the feasibility and desirability of proposed actions; arrange and negotiate innovative and precedent setting agreements with appropriate parties; advise Headquarters staff concerning the regulatory history and interpretation of the public notification regulations, and public notification issues arising out of the promulgation of new regulations.

Factor 8 - Physical Demands -

(LEVEL 8-1 5 pts)

Work is sedentary in nature, however during regular recurring visits to the field, there is walking, bending, climbing, and stooping to get in and out of sites, to collect samples and make observational studies.


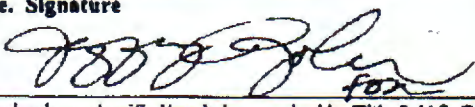
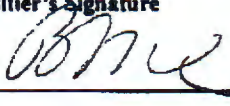
Factor 9 - Work Environment -

(LEVEL 9-1 5 pts)

Work is usually in an office either at the regional office or while visiting the state agencies. Some field visits may also be necessary setting.

Total points = 3290  
(3155 - 3600 ÷ 95 - 13)



|   |   |   |   |  |               |
|---|---|---|---|--|---------------|
| <b>United States Environmental Protection Agency</b>  |   | <b>1. DUTY LOCATION</b><br>Lenexa, KS   |   | <b>2. POSITION NUMBER</b><br>W717002   |               |
| <b>POSITION DESCRIPTION COVERSHEET</b>  |   |   |   |  |               |
| <b>3. CLASSIFICATION ACTION</b> a. Reference of Series and Date of Standards Used to Classify this Position<br>OPM Job Family PCS for Prof. Wrk in the Eng. and Arch. Grp, 0800, Nov. 08;; in the Phy. Sci. Grp, GS-1300, HRCD-4, Dec. 1997; and in the Nat. Res.Mgmt & Bio. Sci.Grp, GS-0400, Sep. 2005  |   |   |   |  |               |
|   | <b>b. Title</b>   | <b>c. Pay Plan</b>  | <b>d. Series</b>  | <b>e. Grade</b>  | <b>f. CLC</b> |
| <b>Official Allocation</b>  | Environmental Eng./Physical Scientist (Env.)<br>Life Scientist<br>Interdisciplinary | GS  | 819/1301<br>0401  | 13   | IN            |
| <b>4. Supervisor's Recommendation</b>   |   |   |   |  |               |
| <b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>   |   |   | <b>6. NAME OF EMPLOYEE</b><br>David Pratt   |  |               |
| <b>7. ORGANIZATION (Give complete organizational breakdown)</b>   |   |   | <b>e.</b>   |  |               |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY   |   |   | <b>f.</b>   |  |               |
| b. Region 7   |   |   | <b>g.</b>   |  |               |
| c. Water Wetlands & Pesticides Division   |   |   | <b>h. Employing Office Location</b> Lenexa, KS  |  |               |
| d. Drinking Water Management Branch   |   |   | <b>i. Organization Code</b> WGA00000  |  |               |
| <b>8. SUPERVISORY STATUS</b>  |   |   |   |  |               |
| <input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |   |   |   |  |               |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |   |   |   |  |               |
| <b>a. Typed Name and Title of Immediate Supervisor</b><br>Mary Mindrup, Chief, Drinking Water Management Branch   |   |   | <b>d. Typed Name and Title of Second-Level Supervisor</b><br>Karen Flournoy, Director, Water Wetlands & Pesticides Div. |  |               |
| <b>b. Signature</b><br>  |   | <b>c. Date</b><br>9/1/16  |   | <b>e. Signature</b><br>  |               |
|   |   |   |   | <b>f. Date</b><br>9/28/16  |               |
| <b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards   |   |   |   |  |               |
| <b>a. Promotion Potential</b><br><input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade.  |   |   |   |  |               |
| <b>b. PSB Risk Designation</b><br><input type="checkbox"/> 1 Low<br><input checked="" type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |   | <b>c. Financial Disclosure Form</b><br><input type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input checked="" type="checkbox"/> No financial disclosure forms required   |   | <b>d. "Identical, Additional" (IA) Allocation</b> This position<br><input checked="" type="checkbox"/> may be IA'ed<br><input type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent |               |
|   |   | <b>e. FLSA Determination</b><br><input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative<br><input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive |   | <b>f. Functional Classification Code</b><br><br>42   |               |
| <b>g. Bargaining Unit Code</b><br>1113  |   | <b>h. Check, if applicable:</b><br><input checked="" type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties (<25% of time)<br><input type="checkbox"/> This position is subject to random drug testing ( )            |   | <b>i. Classifier's Signature</b><br>   |               |
|   |   |   |   | <b>j. Date</b><br>10/26/16   |               |
| <b>11. REMARKS</b>  |   |   |   |  |               |



**INTERDISCIPLINARY  
ENVIRONMENTAL ENGINEER, GS-0819-13  
PHYSICAL SCIENTIST (ENVIRONMENTAL), GS-1301-13  
LIFE SCIENTIST, GS-0401-13**

**I. INTRODUCTION**

Serves as the senior expert of one or more National Primary Drinking Water regulations (NPDWR). As such, has overall independent responsibility for highly complex technical problem solving, resulting in specific project solutions and significant program direction involving technical problem solving and method development for implementing the regulations. Also serves as technical authority in the programs of the Safe Drinking Water Act. In addition, serves as a technical authority for water security and emergency response. The overall objective of this position is to assure that the public receives drinking water that meets the health-based standards and drinking water systems are prepared for the future.

**II. DUTIES AND RESPONSIBILITIES**

**Regional Expert on One or More National Primary Drinking Water Regulations**

1. Serves as a senior expert on one or more National Primary Drinking Water regulations (NPDWR) representing the Region 7's Drinking Water Program for State, Local, and Tribal governments, industry and special interest organizations. Examples of such regulations include but not limited to the Total Coliform Rule, Lead and Copper Rule, Long Term Enhanced Surface Water Treatment Rule, Long Term 2 Enhanced Surface Water Treatment Rule, Interim Enhanced Surface Water Treatment Rule, Disinfection By Products (1 and 2) Rule, Airline Drinking Water Regulations, Public Notice Regulation, Consumer Confidence Rule, Unregulated Contaminant Monitoring Rule, Arsenic Rule, and Groundwater Rule. Assignments are highly technically complex and precedent-setting. As such, the incumbent has overall independent and wide latitude in responsibility to exercise independent judgment over unusually difficult technical or scientific problem solving, resulting in specific project solutions and general program direction.
2. Serves as a technical authority in resolving controversial situations and issues such as conflicting program goals or conflicting state and federal program requirements. Reviews, analyzes, and provides comments regarding technically complex and controversial documents and data analysis supporting decisions regarding the Regional Water Program.
3. Communicates with Agency management, colleagues, and other experts outside the Agency to gain information and corroboration regarding innovative findings and solutions to complex problems of the NPDWR. Writes study proposals, project plans, scientific and technical papers and develops standard operating procedures.
4. Provides expert advice regarding analytical techniques for a wide range of scientific, legal, specific environmental site issues related to water quality. Provides technical expertise regarding data review and analysis, data quality assurance, data collection, and analytical methodologies to Regional Staff, State, local, and tribal governments, private industry, and the general public.
5. Disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings regarding or related to various aspects of overall water quality. Reviews and evaluates data submittals and/or requests involving ground water regulation and other public water system supervision program.

### **Drinking Water State Coordination**

1. Provides scientific advice regarding matters relating to the development, implementation, and monitoring of all federally required Federal Safe Drinking Water Act provisions, and implementing regulations, policies and plans pertaining to public water supplies. Identify innovative and insightful approaches for purposes of reviewing, analyzing, and recommending modifications of significantly complex water related systems, plans and programs developed by State, Local, and Tribal governments and industry which are responsible for implementing various aspects of the program within the Federal Safe Drinking Water Act.
2. Evaluates adequacy and acceptability of technical analyses, studies, sampling, and conclusions of State, Local, and Tribal governments and Industry when complying with the Federal Safe Drinking Water Act and implementing regulations. Make long-range and controversial proposals and defend findings and recommendations in public or high-level forums.
3. Review and comment on proposed federal regulations in support for program regulatory actions promulgated by the Agency. Develop regional technical and programmatic skills for purposes of new federal regulations implementation at the regional level. Develop technical analysis when needed in support of comments on proposed regulations or regional implementation of the same. Develop and/or revise regional guidance and policies required in support of implementing regional environmental programs or initiatives.

### **Grants Management and/or Contract Management**

1. Ensures efficient administration of grants. Effective administration includes monitoring in accordance with EPA's policies and procedures. The pre-application/application duties include: prepare solicitation for proposals; identifies potential grantees for area of program emphasis; provides technical information to applicants; determines appropriateness of applicant's workplan/activities budget; assists applicant in resolving issues in application; and conducts site visit to evaluate program capability. Award duties include: plans and negotiates work effort; estimate costs, reviews scope of work; respond to technical inquiries; and reviews/concurs in completed document. Project management duties include: reviews reports and deliverables and notifies recipient of comments; monitors cost management and overall technical performance; advised administrative project officer and grants management office of potential problems; and conduct periodic reviews and accepts deliverables. Close-out duties include: provides input on deliverables as to level of acceptance.
2. Ensures efficient and effective administration of contracts which includes pre-award, post-award, and close-out activities. Pre-award activities include procurement planning, cost estimation, procurement request preparation, statements of work writing, responding to pre-award inquiries and conferences, and technical evaluation of proposals. Post-award activities include reviewing contractor work plans and progress reports, monitoring costs, management and overall technical performance of contract after award. Close-out includes providing input to report on contractor performance, costs, and tasks performed.

### **Drinking Water Security and Emergency Response**

Provides scientific authority to implement water infrastructure (drinking water and waste water) security requirements established under the Bioterrorism Act and Executive Orders or serves in a water response group under the Incident Command System. Identify innovative and insightful approaches for purposes of preventing, preparing, or responding to emergencies for State, Local, and Tribal governments and

industry following mission-essential or national response plan requirements. Serves as the technical authority on drinking water sampling and emergency field kits.

### **III. EVALUATION FACTORS**

#### **Factor 1 – Knowledge Required by the Position** (Level 1-8, 1550 points)

1. Mastery of professional environmental science, principles and practices applicable to the most complex technical problems associated with drinking water encountered by industry, municipalities and/or agricultural enterprise, including state-of-the-art technology and equipment development.
2. Knowledge of engineering design of drinking water systems. Mastery of advanced environmental protection sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents and methods to solve a variety of technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major technical issues.
3. Mastery of the Federal Safe Drinking Water Act and its implementing regulations specifically related to the Enhanced Surface Water Treatment Rules.
4. Expert knowledge of the needs of Public Water Supervision Systems in the areas of Security and responding to drinking water and Waste water emergency needs.
5. Knowledge of collection and analyzing techniques in order to analyze required data/information to assess and predict physical, chemical, and biological conditions in drinking water systems.
6. Skill to develop and interpret guidelines, policies or methods and formulate decisions regarding necessary actions which include largely undefined issues and elements which ultimately affect the quality of drinking water systems in Region 7 states.
7. Demonstrate skill to foster cooperation and team approaches, motivate and be creative in resolving unprecedented issues.
8. Knowledge of grants duties which includes Pre-application/application, Award, Project Management/Administration and Closeout.

#### **Factor 2 - Supervisory Controls** (Level 2-4, 450 points)

Supervisor makes assignments in the form of broad, general objectives with broad overall priorities and time frames for completions. The incumbent recommends and develops the various specific tasks and work products that are to be done and establishes the intermediate milestones, schedule and priorities. The incumbent independently plans and performs own work, resolving complex technical, programmatic, and/or administrative problems, recommending solutions and displaying a high degree of initiative and independence in achieving objectives through to completion. The incumbent regularly represents the Agency in dealing with the regulated community, public and state, other federal and local agencies. The incumbent renders advice independently but keeps supervisor informed of major or controversial issues. The supervisor reviews completed work for general consistency with the original objectives and Agency policy and guidance.

**Factor 3 - Guidelines****(Level 3-4, 450 points)**

Technical, regulatory, and policy guidelines for the pesticides program are often broad and nonspecific. The scientist is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods and techniques; or to resolve situations where precedents are not available or not applicable. The incumbent is expected to select, apply and deviate with appropriate from traditional scientific methods and practices as required either by the nature of the process, or the requirements of the problem situations encountered. Judgment and originality are required:

- To correlate the theoretical considerations in related science fields with actual experience, to evolve scientific compromises and
- To plan and coordinate actions promptly to assure efficient and technically adequate responses, reviews and analyses.

**Factor 4 - Complexity****(Level 4-5, 325 points)**

The work involves performing a variety of natural resources management duties requiring an in depth analysis of problems and issues that cover geographically and environmentally diverse areas; integrated resource analysis and coordinating and planning activities that cover multiple resource programs and developing new methods and techniques for problem and issue resolution. The employee analyzes issues involving abstract concepts, major uncertainties with regard to the most effective approach or methodology to apply; serious conflicts among scientific requirements and environmental program direction or administrative and legal requirements; continually changing program or work requirements or technological developments; novel and obscure problems involving complicating factors and requirements; and intricate, inconclusive, variable data and unrelated or conflicting data. The employee develops standards, methods and techniques to extend existing methodological capability; proposes solutions that have highly visible political consequences; formulates solutions to unyielding or controversial problems; and anticipates future trends and requirements.

**Factor 5 - Scope and Effect****(Level 5-5, 325 points)**

Work involves investigating, analyzing and evaluating problems and situation involving a wide variety of circumstances or unusual conditions; developing new or improved techniques, criteria or alternatives to meet program requirements; involving drinking water. Work results affect the effectiveness and acceptability of agency goals, programs and activities. The work product or service affects the work of other enhanced surface water rule experts and experts in the drinking water program. The work also affects the development of major aspects of the Water Security program which impacts public health. Work encompasses a wide range of scientific activities within the agency and the planning and direction of major investigatory or scientific projects.

**Factors 6/7 - Personal Contacts and Purpose of Contacts****(Level 3c, 180 points)**

Work involves engaging individuals or groups inside and outside of EPA representing high levels of organizations internal and external to the Federal Government. Typical contacts are with State, Local and Tribal Governments; industry, general public, representatives of community action committees. The purpose is to influence and persuade persons or groups who are frequently skeptical or uncooperative. Employee must be experienced in approaching the individual or group to obtain the desired effect, such as gaining compliance with established policies or acceptance of established methods using persuasion or negotiation, or establishing rapport and trust to obtain information or cooperation.

**Factor 8 - Physical Demands****(Level 8-2, 20 points)**

The work is primarily sedentary, although some physical effort may be required, e.g. walking standing, carrying light items such as manuals, briefcases or driving or traveling by motor vehicle. Travel in the performance of assigned duties is essential. Field visits if during emergencies require regular and recurring physical exertion related to frequent field visits involving standing walking climbing bending crouching stretching reaching or similar movements. Occasionally, there may be a need to lift and carry moderately heavy objects. The work may require some degree of agility when conducting emergency field assessments.

**Factor 9 - Work Environment****(Level 9-2, 20 points)**

Work is performed in office and field settings. The environmental issues in the office involve the risks and discomforts that require normal precautions typical of such places as offices, meeting and training rooms. During emergency field response work involves exposure to hazards, unpleasantness, and discomforts such as physical and emotional stress and adverse weather conditions. Protective equipment and clothing may be needed including hard hat, safety shoes, and gloves.

Total points: 3320 (3155 – 3600 = GS-13)

This position is subject to medical monitoring.

This position is exempt from FLSA.

This position is in the bargaining unit.

This position is NOT in the drug testing program.

|   |                                       |                                       |
|---|---------------------------------------|---------------------------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b> | <b>1. DUTY LOCATION</b><br>Lenexa, KS | <b>2. POSITION NUMBER</b><br>00015456 |
|---|---------------------------------------|---------------------------------------|

**3. CLASSIFICATION ACTION:** a. Reference of Series and Date of Standards Used to Classify this Position

OMFJS, GS-1300, HRCD-4 12/97


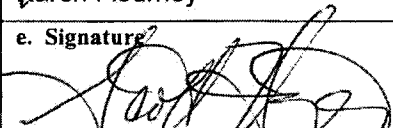
|                                       |                         |                    |                  |                 |               |
|---------------------------------------|-------------------------|--------------------|------------------|-----------------|---------------|
|                                       | <b>b. Title</b>         | <b>c. Pay Plan</b> | <b>d. Series</b> | <b>e. Grade</b> | <b>f. CLC</b> |
| <b>Official Allocation</b>            | Enviornmental Scientist | GS                 | 1301             | 12              |               |
| <b>4. Supervisor's Recommendation</b> |                         |                    |                  |                 |               |

|   |  |
|---|--|
| <b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>             | <b>6. NAME OF EMPLOYEE</b> Thompson, Gabrielle |
| <b>7. ORGANIZATION (Give complete organizational breakdown)</b> | <b>c.</b>                                      |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY                         | <b>f.</b>                                      |
| b. Region 7   | <b>g.</b>                                      |
| c. Water, Wetlands and Pesticides Division                      | <b>h. Employing Office Location</b>            |
| d. Drinking Water Management Branch                             | <b>i. Organization Code</b> WGA0000            |

**8. SUPERVISORY STATUS**

- ☐ [2] **Supervisor or Manager.** Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.
- ☐ [4] **Supervisor.** Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.
- ☐ [5] **Management Official.** Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).
- ☐ [6] **Lead** Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.
- ☐ [7] **Team Leader.** Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.
- ☒ [8] **All Other Positions.** Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.

**9. SUPERVISORY CERTIFICATION** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

|   |   |
|---|---|
| <b>a. Typed Name and Title of Immediate Supervisor</b><br>Mary Tietjen Mindrup                              | <b>d. Typed Name and Title of Second-Level Supervisor</b><br>Karen Flournoy |
| <b>b. Signature</b><br>   | <b>c. Date</b><br>8/11/14   |
| <b>e. Signature</b><br> | <b>f. Date</b><br>8/13/14   |

**10. OFFICIAL CLASSIFICATION CERTIFICATION:** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

|   |   |   |   |
|---|---|---|---|
| <b>a. Promotion Potential</b>   |   |   |   |
| <input checked="" type="checkbox"/> This position has no promotion potential  |   | <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:          |   |
| <b>b. PSB Risk Designation</b>  | <b>c. Financial Disclosure Form</b>   | <b>d. "Identical, Additional" (IA) Allocation</b>   | <b>e. FLSA Determination</b>  |
| 1 Low<br><input checked="" type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required  | This position<br><input type="checkbox"/> may be IA'ed<br><input type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent | <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative<br><input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive |
| <b>f. Functional Classification Code</b><br>42  |   |   |   |
| <b>g. Bargaining Unit Code</b><br>0029<br>1113  | <b>h. Check, if applicable:</b><br><input type="checkbox"/> Medical Monitoring Required<br><input checked="" type="checkbox"/> Extramural Resources Management Duties (25% of time)<br><input type="checkbox"/> This position is subject to random drug testing ( ) | <b>i. Classifier's Signature</b><br>15/ Keyshawn Lughand  | <b>j. Date</b><br>9/26/07   |

**11. REMARKS**

*Previously classified*



## ENVIRONMENTAL SCIENTIST GS-1301-12

### INTRODUCTION:

Incumbent serves as the primary technical consultant and resource representing the Region's Public Water System Supervision (PWSS) program for state, tribe, industry and special interest organizations. The incumbent's assignments are technically complex. As such, the incumbent has overall independent responsibility for complex technical problem solving resulting in specific project solutions and general program direction.

### MAJOR DUTIES:

Provides scientific advice regarding matters relating to the development, implementation and monitoring of federally required Safe Drinking Water Act provisions, and implementing regulations, policies and plans. Identify and recommend approaches for purposes of reviewing, analyzing, and recommending modifications of complex water related plans and programs developed by the state and industry which are responsible for complying with the varying aspects of the Federal Safe Drinking Water Act.

Reviews, analyzes, and provides comments regarding technically complex and controversial documents and data analysis supporting decisions regarding the Regional Water Program.

Communicates with Agency management, colleagues and other experts outside the Agency to gain information and corroboration regarding findings and solutions to complex problems. Writes study proposals and project plans.

Evaluate adequacy and acceptability of technical analyses, studies, sampling, and conclusions of state governments and industry when complying with the Federal Safe Drinking Water Act and implementing regulations. Provide technical testimony, on behalf of the Agency, as required in legal proceedings.

Disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings regarding related to various aspects of overall drinking water.

Review and comment on proposed federal regulations in support of program regulatory actions promulgated by the Agency. Develop regional technical and programmatic skills for purposes of new federal regulations implementation at the regional level. Develops technical analysis when needed in support of comments on proposed regulations or regional implementation of the same. Develop and/or revise regional guidance and policies required in support of implementing regional environmental programs or initiatives.

Exercises management responsibilities for grant, cooperative agreement, or interagency agreement activities related to the initiation, administration, and/or close-out, including

responsibility for monitoring performance. Performs the full range of activities for grants, cooperative agreements and/or interagency agreements that involve significant special provisions. Works with parties outside the agency to resolve problems; recommends approval of modifications or extensions.

#### **Factor 1 - Knowledge Required by the Position - Level 1-7 - 1250 Points**

Knowledge of professional environmental science concepts, principles and practices applicable to complex technical problems associated with drinking water issues encountered by public water systems including state-of-the-art technology and equipment development.

The position requires knowledge of a wide range of general environmental science principles, and methods applicable to varied and complex problems, projects, or studies that may include diverse environmental science or other environmental conditions; and varying environmental science processes. Problems encountered demand skill sufficient to modify standard practices, adapt precedents, and make significant departures from existing approaches and techniques. The position requires knowledge of applicable environmental statutes and regulations.

High level of knowledge of Federal Drinking Water Act and policy and its implementation of Drinking Water regulations, related to such programs as PWSS.

A practical understanding of drinking water utility engineering and biological processes which could include hydrology, chemistry, and treatment methods addressing the cleaning and delivering of safe drinking water.

Management, administrative, or coordinative knowledge and skill sufficient to provide advisory, reviewing, evaluating, educating and/or training, negotiating, or problem-solving services on specific problems, projects or programs (e.g., developing, coordinating reviewing, and evaluating the implementation of work plans, including estimates of staffing needs, equipment, and supplies, and detailed instructions necessary to carry out the plans, for complex projects).

Demonstrated skill to foster cooperation and team approaches, motivate and be creative in resolving issues.

Knowledge of grants duties which includes Pre-application/application, Award, Project Management/Administration, and Closeout

#### **Factor 2 - Supervisory Controls - Level 2-4 - 450 Points**

The supervisor establishes overall objectives and resources available. The supervisor and scientist jointly develop projects, priorities and deadlines. The scientist independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

### **Factor 3 – Guidelines – Level 3-4 – 450 Points**

Technical, regulatory, and policy guidelines are often broad and nonspecific. The scientist is required to use resourcefulness and perception based on experience judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

### **Factor 4 – Complexity – Level 4-4 - 225 Points**

The scientist plans and coordinates various projects and studies, and makes recommendations/decisions regarding a range of multifaceted problems. Precedents must be applied to new work situations and guidelines adapted to reconcile conflicting demands.

### **Factor 5 – Scope and Effect – Level 5-4 - 225 Points**

The incumbent serves as the key liaison person within the Division in relationship to the states and/or tribes in relation to the PWSS program. The purpose of the position is to ensure that a comprehensive and effective PWSS program exists whose objective is to provide safe drinking water. The work involves establishing criteria; formulating projects; assessing program effectiveness; investigating or analyzing a variety of unusual, controversial, or technically difficult scientific problems or conditions; providing advisory or oversight services to regional and operating personnel, state representatives, industry representatives. Work results are critical to the successful completion of diverse scientific projects or programs.

### **Factor 6 – Personal Contacts – Level 6-3 – 60 Points**

Personal contacts are with managers at state and local agencies, tribes, and technical and scientific staff, engineers, local representatives of institutions, industry and media representatives, lawyers, elected officials, or the general public. Contacts often involve the participation on committees, work groups and conferences that include state, local and private sector representatives. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the incumbent when such contacts occur on an ad-hoc basis.

### **Factor 7 - Purpose of Contacts - Level 7-3 - 120 Points**

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

### **Factor 8 – Physical Demands - Level 8-1 - 5 Points**

The work is primarily sedentary, although some physical effort may be required, e.g., walking,

standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

**Factor 9 – Work Environment – Level 9-1 – 5 Points**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.

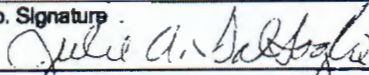
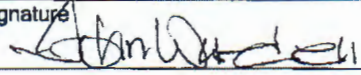
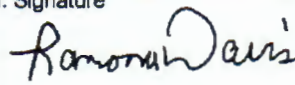
This position is exempt from coverage under the Fair Labor Standards Act.

PARTICIPATION IN THE MEDICAL MONITORING PROGRAM [ ] IS [ X ] IS NOT REQUIRED.

Total Points = 2790  
(2755-3150 = GS-12)

OPM JFS GS-1300 (12/97)  
OPM Intro. to PCS/Primary Standard (1/99)



|   |   |                                |  |                                |                          |
|---|---|--------------------------------|--|--------------------------------|--------------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>   |   | 1. DUTY LOCATION<br>Helena, MT |  | 2. POSITION NUMBER<br>00051587 |                          |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Clarify This Position<br>GS-0819 Series; JFS for Physical Sciences, GS-1300, 12/97   |   |                                |  |                                |                          |
|   | b. Title  | c. Service                     | d. Series  | e. Grade                       | f. CLC                   |
| Official Allocation   | Env. Eng./Scientist   | GS                             | 819/1301   | 13                             | 100                      |
| 4. SUPERVISOR'S RECOMMENDATION  | Environmental Engineer/Scientist  | GS                             |  | 13                             |                          |
| 5. ORGANIZATIONAL TITLE OF POSITION (If any)  |   |                                | 6. NAME OF EMPLOYEE<br>Burkland  |                                |                          |
| 7. ORGANIZATION (give complete organizational breakdown)  |   |                                |  |                                |                          |
| a. U. S. ENVIRONMENTAL PROTECTION AGENCY  |   |                                | e. Drinking Water Unit B   |                                |                          |
| b. Region 8   |   |                                | f.   |                                |                          |
| c. <del>Montana Office</del> - Office of Water Protection   |   |                                | g.   |                                |                          |
| d. Media Unit - Safe Drinking Water Program   |   |                                | h. EPAYS Organization Code -90814307- *XFBB0000  |                                |                          |
| 8. SUPERVISORY/MANAGERIAL DESIGNATION   |   |                                |  |                                |                          |
| <p><input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.</p> <p><input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p><input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p><input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p><input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.</p> <p><input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.</p> |   |                                |  |                                |                          |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such status or their implementing regulations.  |   |                                |  |                                |                          |
| a. Typed Name and Title of Immediate Supervisor<br>Julie A. DalSoglio, Media Unit Manager   |   |                                | d. Typed Name and Title of Second-Level Supervisor<br>John F. Wardell, Director, Montana Office              |                                |                          |
| b. Signature<br>   |   | c. Date<br>11/16/06            | e. Signature<br>         |                                | f. Date<br>11/16/06      |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION   |   |                                |  |                                |                          |
| a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |   |                                | b. Fair Labor Standards Act<br><input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt |                                | c. Functional Code<br>94 |
| d. Bargaining Unit Code<br>XXXXX<br>1050  | e. Check, if applicable:<br><input checked="" type="checkbox"/> Medical Monitoring Required<br><input checked="" type="checkbox"/> Extramural Resources Management Duties (20% of time)<br><input type="checkbox"/> This position is subject to random drug testing ( ) |                                | f. Signature<br>         |                                | g. Date<br>1-21-07       |
| 11. REMARKS (none) PD REVIEWED - 6/19/13 - JB   |   |                                |  |                                |                          |

**ENVIRONMENTAL ENGINEER/ENVIRONMENTAL SCIENTIST  
GS-0819-1301-13**

**Introduction**

This position is located in the Media Unit, Montana Office. The incumbent is primarily responsible for the direct implementation of the Safe Drinking Water Act (SDWA) in Indian Country or for Tribally-owned or operated Public Water Systems within the borders of the State of Montana and oversight of any drinking water programs delegated to Tribes therein.

**Major Duties and Responsibilities**

1. Communicate with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Write study proposals, project plans, scientific and technical papers, publications, etc.
2. Accomplish duties related to implementation of SDWA.
3. Review and analyze technical and/or administrative issues in order to implement drinking water programs.
4. Program/Project management

a. As PWSS Project Officer provide advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate drinking water policies, plans, and programs. Using established EPA protocols, review, analyze, and recommend modifications of routine projects or portions of complex plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of the SDWA. Develop and analyze data and prepares reports relating to the responsiveness of implementation plans for State, local and/or Tribal drinking water programs.

b. Serve as rule manager for one or more National Primary Drinking Water Rules or technical liaison on drinking water programs that include controversial characteristics such as conflicting program goals and requirements. Review, analyze, and recommend actions to ensure local and/or tribal utility compliance with SDWA. Develop and analyze data and prepare reports relating to the responsiveness of implementation plans for State, local and/or Tribal drinking water protection programs.

c. Serve as a technical specialist involved in significantly complex drinking water programs that include a variety of controversial characteristics such as conflicting environmental, cultural, and/or political factors. Review, analyze, and recommend modifications of plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of SDWA. Develop and analyze



data and prepares reports relating to the responsiveness of implementation plans for state, local and/or tribal drinking water protection programs.

d. As rule manager or PWSS project officer serve as a technical authority in providing expert advice and assistance to State, local and/or Tribal governments on matters relating to the development, execution and monitoring of the most complex and politically sensitive drinking water policies, plans, and programs. Develop and/or analyze proposals for new or revised drinking water protection regulations and determine their impact on public health.

e. Respond to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

## 5. Work Assignment Manager

a. Serve as a Work Assignment Manager (WAM) who monitors a specific portion of work under a contract for cost-reimbursable, level-of-effort contracts. The WAM is designated in the work assignment and works under the direction and control of a Project Officer.

b. Define and prepare the scope of work for work assignments issued against the contract. Ensure that the proposed scope of work for the work assignment is within the general scope of work for the overall contract. Obtain the proper funding commitments to fund the work assignment. Develop the government's work estimate identifying the level of effort required to complete the work assignment as necessary. Determine the appropriate appropriation/accounting data applicable to the work assignment to aid the Finance Office in properly disbursing funds. Ensure that the use of multiple appropriations is in compliance with the Agency's policy. Calculate the number of work years needed, the proper labor mix, the project schedule and/or milestones, reporting requirements, travel, and government property or equipment, and any other information which the Contracting Officer or contractor properly needs to understand the work requirement being issued.

c. Review and recommend approval/disapproval of the work plans issued by the contractor describing the approach necessary to implement the tasks in the work assignment. Recommend approval/disapproval of any aspect of the proposed work assignment budget except for the costs already established by the contract (fringe and overhead rates, general and administrative costs and fees). Ensure that any consultant or subcontractor identified in the work plan have been properly authorized by the Contracting Officer to perform work on the contract.

d. Monitor and oversee the performance of the work assignment. Provide the necessary government technical direction to the contractor. Review all vouchers submitted by the contractor for payment against the appropriate work assignment and recommend approval or disapproval through the project officer. Review all progress

reports submitted by the contractor in order to properly monitor and control costs as well as ensure contractor performance and use of proposed personnel. Identify and report any subcontractor, cost, performance, or conflict of interest problems to the Project Officer. Review and recommend approval or disapproval of all deliverable products submitted by the contractor under the work assignment. Submit a final report to the Project officer on overall contractor performance, a summary of costs incurred, and a summary of the tasks performed.

## **Factors**

### **Knowledge Required by the Position** (1-8 1550 points)

Mastery of specialty areas in the engineering and/or science field encompassed by the position sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of scientific and/or engineering technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major scientific and/or engineering technical issues. The position requires a mastery of applicable drinking water statutes and regulations.

### **Supervisory Controls** (2-4 450 points)

The supervisor establishes overall objectives and resources available. The supervisor, team leader and engineer/scientist jointly develop projects, priorities and deadlines. The engineer and/or scientist independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

### **Guidelines** (3-4 450 points)

Technical, regulatory, and policy guidelines are often broad and nonspecific. The engineer/scientist is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

### **Complexity** (4-5 325 points)

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering and/or scientific and management requirements. The work requires originating innovative scientific and/or engineering techniques, establishing criteria and standards applicable to wide range of

scientific and/or engineering problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science.

**Scope and Effect** (5-4 325 points)

The work includes the resolution of a broad range of critical or highly unusual engineering and/or scientific problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer and/or scientist serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering and/or scientific activities and broad policy issues.

**Personal Contacts** (6-3 60 points)

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

**Purpose of Contacts** (7-3 120 points)

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

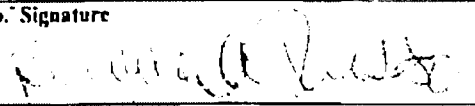

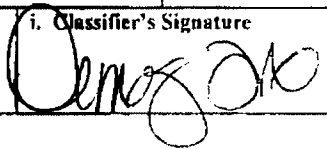
**Physical Demands** (8-1 5 points)

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcase, or driving or traveling by motor vehicle.

**Work Environment** (9-1 5 points)

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas, water treatment works or construction sites.

0052865

|  |  |   |  |   |                    |
|--|--|---|--|---|--------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |  | 1. DUTY LOCATION<br>EPA Region 8, Denver  |  | 2. POSITION NUMBER  |                    |
| 3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position<br><b>ODM PCS AN EPS, GS-0028, TS-133, MAR 95</b>   |  |   |  |   |                    |
| b. Title   |  | c. Pay Plan   | d. Series  | e. Grade  | f. CLC             |
| Official Allocation<br><b>Env Protection Specialist</b>  |  | <b>GS</b>   | <b>0028</b>  | <b>13</b>   |                    |
| 4. Supervisor's Recommendation<br>Environmental Protection Specialist  |  | <b>GS</b>   | <b>0028</b>  | <b>13</b>   |                    |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any)<br>Technical and Financial Services   |  | 6. NAME OF EMPLOYEE<br><b>Bruce Cooper</b>  |  |   |                    |
| 7. ORGANIZATION (Give complete organizational breakdown)   |  | c.  |  |   |                    |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY  |  | f.  |  |   |                    |
| b. Region 8 *Office of Water Protection  |  | g.  |  |   |                    |
| c. Office of Partnerships and Regulatory Assistance  |  | h. Employing Office Location<br>Denver, CO  |  |   |                    |
| d. Water Program *Technical & Financial Services Unit  |  | i. Organization Code<br>*XFD00000   |  |   |                    |
| 8. SUPERVISORY STATUS  |  |   |  |   |                    |
| <input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |  |   |  |   |                    |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |  |   |  |   |                    |
| a. Typed Name and Title of Immediate Supervisor<br>Rebecca Russo, Unit Chief, Technical and Financial Services   |  |   | d. Typed Name and Title of Second-Level Supervisor<br>Sadie Hoskie, Director, Water Program          |   |                    |
| b. Signature<br>  |  | c. Date<br>9/24/13  | e. Signature<br> |   | f. Date<br>9/24/13 |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.  |  |   |  |   |                    |
| <input checked="" type="checkbox"/> Promotion Potential<br><input type="checkbox"/> This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |  |   |  |   |                    |
| <input checked="" type="checkbox"/> PSB Risk Designation<br><input type="checkbox"/> 1 Low<br><input type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No  |  | c. Financial Disclosure Form<br><input type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input checked="" type="checkbox"/> No financial disclosure forms required  |  | d. "Identical, Additional" (IA)<br><input checked="" type="checkbox"/> Allocation This position may be IA'ed<br><input type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent |                    |
|  |  | e. FLSA Determination<br><input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative <input type="checkbox"/> Executive  |  | f. Functional Classification Code   |                    |
| g. Bargaining Unit Code<br><b>0000</b>   |  | h. Check, if applicable:<br><input type="checkbox"/> Medical Monitoring Required<br><input checked="" type="checkbox"/> Extramural Resources Management Duties <b>25-50</b> % of time<br><input type="checkbox"/> This position is subject to random drug testing |  | i. Classifier's Signature<br>   |                    |
|  |  |   |  | j. Date<br>10/1/13  |                    |
| 11. REMARKS  |  |   |  |   |                    |

**ENVIRONMENTAL PROTECTION SPECIALIST**  
**GS-0028-13**

**I. INTRODUCTION**

This position is located in the Technical and Financial Services Unit, Water Program, Office of Partnerships and Regulatory Assistance. The Technical and Financial Services Unit (TFS) is responsible for managing many of the water financial and technical assistance programs for states and tribes within EPA Region 8. The purpose of this position is to implement the Safe Drinking Water Act (SDWA) and the Clean Water Act (CWA) via review and analysis of technical and/or administrative issues. This position serves as the Regional Coordinator and project officer (PO) for congressionally funded Special Appropriations Act Projects (SAAP) grants, and as a project officer (PO) for Safe Drinking Water Act Tribal Set-Aside Grants and Interagency Agreements (IAs) and Clean Water Act Indian Set-Aside Grants and IAs, in the Technical and Financial Services Unit.

EPA's budget for State and Tribal Assistance Grants has included funding for a number of "special needs" projects identified in the appropriations bills by name and dollar amount. Funding of these projects is in the form of a grant from EPA. These projects are designed for water Infrastructure Improvements and eligible project types include drinking water, wastewater, storm water, and water quality improvement. This position will provide grant management knowledge and the ability to coordinate and administratively manage many projects according to SDWA and CWA requirements.

Each year, 2% of the total Safe Drinking Water Act State Revolving Fund (SRF) appropriation and 2% of the Clean Water Act SRF is set aside to fund construction of drinking water and clean water Infrastructure in Indian Country. EPA reviews technical documents and provides periodic construction inspections. EPA also manages the grants to Region 8 Tribes and the interagency agreements with the Indian Health Service. This position will serve as the PO for grants and interagency agreements, review technical documents and provide periodic construction inspections, and will assist with plan and specification reviews for the Water Program.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

- Serves as the Region 8 Coordinator for SAAP earmark grants.
- Accomplishes duties related to environmental management and/or protection.
- Reviews and analyzes technical and/or administrative issues in order to implement environmental programs.

**Regional Coordinator 25%**

Serves as the regional authority and coordinator for the SAAP grants. Duties include:

- Serves as the principal liaison/contract with EPA/ HQ.
- Assists with the preparation of reports for OW/SAAP Program and OCFO
- Serves as a source of specialized/technical information for Pos
- Compiles, verifies, and requests technical corrections
- Tracks deobligations and ensures all funds are recertified to the correct account



- Compiles project evaluation requests and serves as the leader in resolving any issues/findings
- Takes responsibility for quality of data entry in the SAAP database
- Ensures POs are conducting baseline monitoring and post award monitoring
- Coordinates responses to Congressional inquiries
- Reviews and comments on national and regional guidance and policy documents
- Keeps management and headquarters apprised of project(s) status.

#### **Grants and Interagency Agreements 25%**

Exercises management responsibilities for grants and interagency agreement activities related to the initiation, administrative, and/or close-out of grants and interagency agreements, including responsibility for monitoring performance. Exercises technical responsibility for grants and IAs. Performs the full range of activities for grants and IAs that involved significant special provisions. Works with parties outside the agency to resolve problems; recommends approval of modifications or extensions. Provides regular reports within region and to Headquarters.

Performs work related to the preparation, execution, and/or tracking of grants and IAs within an organizational unit. Establishes and maintains the official grant or IA files from initial receipt to closeout.

Provides regional technical expertise in the resolution of audit issues and disputes. Participates in national workgroups involved in the development of agency-wide grant or IA program policy to resolve national program problems.

#### **Program/Project Management 25%**

Provides advice and assistance to state, local, and/or tribal governments on matters related to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a technical liaison on environmental programs that include controversial programs. Serves as a technical liaison on environmental programs that include controversial characteristics such as conflicting program goals and requirements. Reviews, analyzes, and recommends modifications of plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of federal environmental standards.

Develops and analyzes data and prepares reports relating to the responsiveness of implementation plans for state, local and/or tribal environmental protection programs.

Serves as a technical authority in providing expert advice and assistance to state, local, and/or tribal governments on matters relating to the development, execution, and monitoring of complex environmental protection policies, plans, and programs.

Develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impact on air, water, and/or land resources. Responds to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

Reviews and implements environmental technical standards, guidelines, policies, and formal

regulations. Reviews program guidance/regulations and provides comments in support of regulatory actions promulgated by the agency in a program or policy area. Develops technical analysis when needed in support of comments on proposed regulations or regional implementation of the same.

Drafts and recommends regulatory policies and directives for implementation in the regional program area.

As a technical authority, provides principal support for completion of the regional regulatory implementation process in a program area, including conducting public hearing and response to comments from those hearing and other public reviews. Prepares needed documentation, including draft Federal Register notices. Identifies work priorities and schedules.

Performs program administration work, such as contract or grants management, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties.

### **III. EVALUATION FACTORS**

#### **Factor 1 – Knowledge Required by the Position      Level 1-8   1550 Points**

Expert knowledge of environmental concepts, principles, laws, and regulations, and precedent decisions, which provide the capability to recommend substantive program changes or alternative new courses of managerial action requiring the extension and modification of existing environmental philosophy and techniques.

Expert knowledge of program principles and procedures applicable to a wide range of duties in one or more program and/or functional areas, and a high level of skill in applying this knowledge in solving complex problems involving diverse aspects of environmental protection (e.g., performing oversight activities of greater than average difficulty, as in a new program or a program that is being redefined, where procedures require frequent modification and change in order to incorporate revised theories and techniques); modifying or adapting established methods and procedures or making significant departures from previous approaches to solve similar problems; revising standard methods to improve or extend environmental administration and/or management systems; and evaluating; modifying or adapting new methods to meet the requirements of particular situations.

Comprehensive knowledge of statutory, regulatory, and policy requirements applicable to assistance agreements sufficient to identify and resolve complex, controversial grant management issues. Knowledge and skill to evaluate and incorporate the latest developments in the field for use within the region.

Work requires expert knowledge of water infrastructure projects.

#### **Factor 2 – Supervisory Controls                                      Level 2-4    450 Points**

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done.

The incumbent, having developed expertise in the specialty area, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the incumbent also determines the approach to be taken and the methodology to be used. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications.

Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

### **Factor 3 – Guidelines**

**Level 3-4 450 Points**

Guidelines include federal and state statutes, regulations and Agency guidance which are frequently broad and general in nature. And guidelines are often inadequate in dealing with the more complex or unusual problems. The incumbent is required to use resourcefulness, initiative, and judgment based on experience to deviate from or extend traditional environmental methods and practices in developing solutions to problems where precedents are not applicable. This level may include responsibility for the development of material to supplement and explain agency headquarters guidelines.

### **Factor 4 – Complexity**

**Level 4-5 325 Points**

The work includes as wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities involving a number of Tribes, communities, States, programs, utilities, etc. For example, planning and coordinating efforts among several funding agencies providing assistance for the construction of water utility infrastructure, or intensive analysis and problems solving as a recognized expert in grant programs or functional area.

Decisions regarding what needs to be done depend on assessment of very complex, diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from such elements as continuing program changes, technological developments, new or unconventional methods, unique or controversial aspects of environmental protection, or conflicting interests or ideas (as between operational or mission requirements and environmental requirements or between State or Tribal needs and federal needs).

The work requires devising new methods and techniques to produce effective results or implement advances in such areas as pollution prevention, resource allocation, risk assessment, or quality assurance, establishing criteria for administering or evaluating utility infrastructure programs; or developing policy guidance and procedural material for use by program personnel.

### **Factor 5 – Scope and Effect**

**Level 5-4 225 Points**

The purpose of the work is to provide expertise as a specialist in a particular specialty field by furnishing advisory, planning or reviewing services on specific problems, projects, programs and functions. The work may include the development of criteria, procedures, or instructions for major agency activities. Work products impact a wide range of the agency's programs.

**Factor 6 and 7 – Personal Contacts and Purpose of Contacts Level 3C 180 Points**

Personal contacts include a variety of officials, managers, professionals or executives or other agencies and outside organizations. Typical of these contracts are manufactures' representatives, private architecture-engineer firms, specialists at contractor plants, and engineers and architects from other Federal agencies, state and local governments.

The purpose of contract is to influence, motivate, or persuade persons or groups who are typically skeptical, resistant, or uncooperative, and who must be approached skillfully to obtain the desired effect, e.g., negotiating compliance requirements of timetables; representing the Agency on controversial grant requests; challenging the results of surveys or inspections by regulatory agencies; justifying the feasibility and desirability of plans or proposals that significantly affect office and/or agency practices, such as corrective action plans or funding requirements for public health protection or environmental compliance and restoration projects.

**Factor 8 – Physical Demands Level 8-1 5 Points**

The work is primarily sedentary

**Factor 9 – Work Environment Level 9-1 5 Points**

Work is primarily in an office setting with some trips to operating facilities, which involves potential radiation or contamination exposure. The incumbent must wear protective clothing and follow standard safety procedures.

|  |   |   |  |  |                            |
|--|---|---|--|--|----------------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |   | <b>1. DUTY LOCATION</b><br>Denver, Co   |  | <b>2. POSITION NUMBER</b><br>X18001X   |                            |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position<br>US OPM GS-0400, 9/05; GS-0800, 11/08; GS-1300, HRCD-4, 12/97  |   |   |  |  |                            |
|  |   | <b>b. Title</b>   | <b>c. Pay Plan</b>   | <b>d. Series</b>   | <b>e. Grade</b>            |
| <b>Official Allocation</b>   | Life Scientist/Environmental Engineer/Physical Scientist  |   | GS   | 1301<br>0401/0819  | 13                         |
| <b>4. Supervisor's Recommendation</b>  |   |   |  |  |                            |
| <b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)<br>Tribal Drinking Water Liaison   |   |   | <b>6. NAME OF EMPLOYEE</b><br>NATHANIEL DELANO   |  |                            |
| <b>7. ORGANIZATION</b> (Give complete organizational breakdown)  |   |   | <b>c. Drinking Water Unit B</b>  |  |                            |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY  |   |   | f.   |  |                            |
| b. Region 8  |   |   | g.   |  |                            |
| c. Office of Water Protection  |   |   | h. Employing Office Location Denver, Co  |  |                            |
| d. Safe Drinking Water Program   |   |   | i. Organization Code XFB0000   |  |                            |
| <b>8. SUPERVISORY STATUS</b>   |   |   |  |  |                            |
| <input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |   |   |  |  |                            |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |   |   |  |  |                            |
| <b>a. Typed Name and Title of Immediate Supervisor</b><br>Judy Bloom, Unit Manager   |   |   | <b>d. Typed Name and Title of Second-Level Supervisor</b><br>Sarah Bahman, Office Director                               |  |                            |
| <b>b. Signature</b><br>   |   | <b>c. Date</b><br>10/19/17  | <b>e. Signature</b><br>              |  | <b>f. Date</b><br>10/19/17 |
| <b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.   |   |   |  |  |                            |
| <b>a. Promotion Potential</b><br><input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |   |   |  |  |                            |
| <b>b. PSB Risk Designation</b><br><input type="checkbox"/> 1 Low<br><input checked="" type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required Yes <input checked="" type="checkbox"/> No  |   | <b>c. Financial Disclosure Form</b><br><input type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input checked="" type="checkbox"/> No financial disclosure forms required   |  | <b>d. "Identical, Additional" (IA) Allocation</b> This position<br><input checked="" type="checkbox"/> may be IA'ed<br><input type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent |                            |
|  |   | <b>e. FLSA Determination</b><br><input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative<br><input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive |  | <b>f. Functional Classification Code</b><br>42   |                            |
| <b>g. Bargaining Unit Code</b><br>1050   | <b>h. Check, if applicable:</b><br><input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties ( 0 % of time)<br><input type="checkbox"/> This position is subject to random drug testing ( ) |   | <b>i. Classifier's Signature</b><br> |  | <b>j. Date</b><br>10/19/17 |
| <b>11. REMARKS</b><br><br>Position is designated moderate risk/non-sensitive.  |   |   |  |  |                            |



**LIFE SCIENTIST/ENVIRONMENTAL ENGINEER/PHYSICAL  
SCIENTIST  
GS-0401/0819/1301-13**

## **I. INTRODUCTION**

This position is located in the Drinking Water Unit B, Safe Drinking Water Program, Office of Water. The purpose of this position is to perform engineering and/or scientific environmental work which involves leading several regulatory and non-regulatory programmatic issues and projects relating to the implementation of the Safe Drinking Water Act (SDWA) and Clean Water Act (CWA) requirements and related water protection and public health issues on tribal lands in EPA Region 8. The work involves serving as an advisor and consultant to officials and managers on a broad range of engineering and/or scientific activities on broad policy issues. The work will include management of the Region 8 Tribal Drinking Water Operator Certification Program, including planning certification and regulatory trainings for drinking water and wastewater operators; implementation of the Region 8 tribal capacity development program; coordination of tribal sanitary surveys and technical review of survey reports; working with individual rule managers in the Region 8 Drinking Water Units to provide technical assistance, review violation determinations, promote simultaneous compliance, and recommend enforcement strategies; and serving as the Region 8 contact for both tribal drinking water and wastewater issues, including coordinating with tribal utilities and other federal government agencies.

The liaison is responsible for numerous tasks and activities that are highly complex and have broad impact and influence. This position requires a breadth of expert scientific and/or engineering knowledge of the SDWA (including National Primary Drinking Water Regulations), CWA, drinking water policies and principles, tribal water programs, and operations of drinking water and wastewater utilities. The position also requires an ability to objectively evaluate complex and controversial situations and to work effectively with diverse entities often having objectives that may diverge from one another. Results are conveyed to other regional staff, States, Tribes, and EPA HQ in keeping with the Drinking Water Program national goals.

## **II. MAJOR DUTIES**

### **Drinking Water Direct Implementation Activities (40%)**

Serves as liaison with all rule managers and tribal utilities for all National Drinking Water Primary Drinking Water Regulations. Act as a scientist/engineer liaison on drinking water programs that include controversial characteristics such as conflicting program goals and requirements.

Serve as a scientist/engineer involved in significantly complex environmental programs including drinking water programs that include a variety of controversial characteristics such as conflicting environmental, cultural, and/or political factors. Reviews, analyzes, and recommends modifications of plans and/or programs developed by state, local, or tribal governmental entities to implement various provisions of SDWA. Develops and analyzes data and prepares reports relating to the responsiveness of implementation plans for local and/or tribal drinking water protection programs.

Using established EPA protocols, review, analyze, and recommend modifications to sanitary survey reports, including the technical content of these reports as it relates to identification of significant deficiencies; construction and maintenance status of drinking water facilities; recommendations for improved operations and maintenance of these facilities to help ensure public health protection; and implementation of various provisions of the SOWA. Develops and analyzes data and prepares reports relating to the above issues.

Serves as an authority in providing expert scientific and/or engineering and programmatic advice and assistance to state, local, and tribal governments on matters relating to the development, execution, and monitoring of complex and politically sensitive drinking water policies, plans, and programs.

Develops and/or analyze proposals for new or revised drinking water protection regulations and determine their impact on public health. Recommends substantive program changes or alternative new courses of managerial action requiring the extension and modification of existing environmental philosophy and techniques, involving extremely complex work for which technical problems, methods, and/or data are often incomplete, controversial, or uncertain.

Responds to inquiries from internal and external offices, congress, and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

#### **Management and Coordination of the Tribal Operator Certification Program (20%)**

Develops and implements policies, procedures, and practices related to the tribal operator certification program. Reviews and approves applications for the operator certification examination, coordinating with the national contractor for support. Develops and provides technical, certification and regulatory training program for tribal drinking water and wastewater staff, including operators, utility managers and administrative staff.

Serves as technical contact on a Water Contract that provides assistance and support for trainings. Serves as the regional expert on operator certification requirements, including the variations between and EPA programs.

Designs a tracking system for all Region 8 certifications and required credit hours for training in order to maintain certification, and designs a system for awarding certifications for both operator licenses as well as credit hours for courses taken through EPA. Responsible for the overall integrity of this program and for evaluating needs, progress, actions and changes necessary to maintain or improve program implementation.

#### **Management of the Tribal Capacity Development Program (20%)**

Serves as the regional tribal capacity development coordinator. Bring together a variety of stakeholders and technical assistance providers to promote the value of technical, financial, and managerial capacity at all tribal water utilities. Seeks to help tribal utilities made the best decisions based on local conditions. Serves as technical contact that oversees contract work in to support this effort through local, targeted projects.

Develops partnerships across the region with state, county, or local governments, or the private sector, to jointly promote these goals. Serves as the lead technical expert on capacity development and the tools and techniques available to help build capacity, including information about the program, asset management tools, rate studies, and related information.

#### **Coordination of Tribal Wastewater Issues (20%)**

Serves as the regional tribal wastewater coordinator focusing on wastewater infrastructure. Provides or coordinates technical assistance and training for tribes, addressing both regulatory and non-regulatory wastewater and issues. Provides information, guidance and direction to the Wastewater program about wastewater needs and issues in Indian country.

Develops partnerships across the region with tribes, state, county, or local governments, or the private sector, to jointly promote these goals. Serves as the lead technical expert on capacity development and the tools and techniques available to help build capacity, including information about the program, asset management tools, rate studies, and related information.

### **III. EVALUATIONFACTORS**

#### **Factor1 -Knowledge Required by the Position                      Level 1-8,      1550 Points**

Expert knowledge and mastery of environmental protection concepts, principles, laws, regulations, and precedent decisions which provide the capability to recommend substantive program changes or alternative new courses of managerial action requiring the extension and modification of existing environmental philosophy and techniques. This position requires expert knowledge of matters relating to complex and politically sensitive drinking water policies, plans, and programs sufficient to provide advisory services to state, local and tribal governments on such matters.

Expert knowledge of professional biology, physical science, and/or environmental engineering concepts, theories, methods, and techniques, sufficient to serve as a senior expert performing extremely complex work for which technical problems, methods, and/or data are incomplete, controversial, or uncertain. Expert knowledge of applicable environmental laws, regulations, statutes, enforcement/compliance policies and guidelines sufficient to serve as an authority in providing expert scientific/engineering and programmatic advice and assistance to state, local, and tribal governments on matters relating to complex and politically sensitive drinking water policies, plans, and programs.

Comprehensive knowledge of management practices and procedures to resolve problems and/or meet emerging needs in areas of major significance to the drinking water programs.

#### **Factor2- Supervisory Controls    Level-4              450 Points**

The supervisor establishes overall objectives and resources available. The supervisor, team leader, and the employee jointly develop projects, priorities, and deadlines. The employee independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from as overall standpoint in terms of feasibility and effectiveness in meeting requirements.

**Factor 3- Guidelines****Level 3-4****450 Points**

Technical, regulatory, and policy guidelines are often broad and nonspecific. The employee is required to use resourcefulness and perception based on experienced judgment to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

**Factor 4- Complexity****Level 4-5****325 points**

The employee performs a variety of assignments encompassing a broad range of activities in numerous facilities, sites, and other programs. Assignments may also involve intensive analysis and problem solving in a specific program or functional area. To determine what needs to be done, the employee assesses very complex, diverse circumstances, typified by uncertainty in approach or interpretation results from such concerns as continuous program changes, technical developments, or conflicting interests or ideas. Often the employee must develop methods and techniques to modify accepted specialized procedures, formulating new approaches that serve as precedents for the use of other specialist and managers; or develop policy guidance and procedural material for use by operating personnel.

**Factor 5 - Scope and Effect****Level 5-4****225 Points**

The work includes the resolution of a broad range of technical, programmatic, engineering and/or scientific, and database related and highly unusual problems, development of innovative approaches or guidelines, or the determination of the effectiveness and validity of proposed or current policies and programs. The employee serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering and/or scientific activities and broad policy issues, relative to tribal drinking water and wastewater issues.

**Factors 6 and 7 - Personal Contacts and Purpose of Contacts****Level 3C****180 Points**

Personal contacts include a wide range of professional and administrative personal through the agency, at other federal agencies, in state and local governments, private industry, academia, manufacturing groups, environmental advocacy groups, and in some cases the media and elected officials.

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan; coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

**Factor 8- Physical Demands****Level 8-1****5 Points**


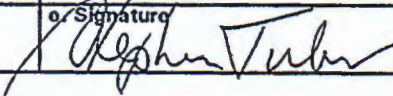
The work is primarily sedentary, through some physical effort may be required, e.g. walking, standing, carrying light items such as manuals, briefcases, or driving or traveling by motor vehicle.

**Factor 9 - Work Environment****Level 9-1****5 Points**

The work environment involves everyday risks on discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to unsafe practices or conditions associated with the office operations that require normal safety precautions.

**Total: 3190/GS-13 (range = 3155-3600)**



|  |  |  |                                    |  |                    |
|--|--|--|------------------------------------|--|--------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |  | 1. DUTY LOCATION<br>Pierre, SD   |                                    | 2. POSITION NUMBER<br>010113   |                    |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Clarify This Position<br>PPL 00028949   |  |  |                                    |  |                    |
| Official Allocation  | b. Title   | c. Service   | d. Series                          | e. Grado   | f. CLC             |
| 4. SUPERVISOR'S RECOMMENDATION   | Environmental Engineer/Environmental Scientist   | GS   | 0819/1301                          | 13   |                    |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any)   |  | 6. NAME OF EMPLOYEE<br>Griese  |                                    |  |                    |
| 7. ORGANIZATION (give complete organizational breakdown)   |  |  |                                    |  |                    |
| a. U. S. ENVIRONMENTAL PROTECTION AGENCY   |  | e.   |                                    |  |                    |
| b. <del>Office of Partnerships and Regulatory Assistance</del> *Office of Water Protection   |  |  |                                    |  |                    |
| c. <del>Water Program</del> *Safe Drinking Water Program   |  | g.   |                                    |  |                    |
| d. <del>Municipal Systems Unit</del> *Drinking Water Unit B  |  | h. EPAYS Organization Code *XFBB0000   |                                    |  |                    |
| 8. SUPERVISORY/MANAGERIAL DESIGNATION  |  |  |                                    |  |                    |
| <p><u>  </u> [S] First or Second level supervisor; An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.</p> <p><u>  </u> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p><u>  </u> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p><u>  </u> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p><u>  </u> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.</p> <p><input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.</p> |  |  |                                    |  |                    |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such status or their implementing regulations.   |  |  |                                    |  |                    |
| a. Typed Name and Title of Immediate Supervisor<br>Jack A. Rychecky, Chief, Municipal Systems Unit   |  | d. Typed Name and Title of Second-Level Supervisor<br>Stephen S. Tuber, Director, Water Program  |                                    |  |                    |
| b. Signature<br>  | c. Date<br>12/4/00   | e. Signature<br>   | f. Date<br>12/5/00                 |  |                    |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION  |  |  |                                    |  |                    |
| a. <input checked="" type="checkbox"/> This position has no promotion potential.   |  | <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: |                                    | b. Fair Labor Standards Act<br><input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt | c. Functional Code |
| d. Bargaining Unit Code<br>0012  | e. Check, if applicable:<br><input type="checkbox"/> Medical Monitoring Required<br><input checked="" type="checkbox"/> Extramural Resources Management Duties ( <u>10</u> % of time)<br><input type="checkbox"/> This position is subject to random drug testing (    ) |  | f. Signature<br>Debra L. Slavinski |  | g. Date<br>11/4/01 |
| 11. REMARKS (none)   |  |  |                                    |  |                    |

**ENVIRONMENTAL ENGINEER/ENVIRONMENTAL SCIENTIST**  
**GS-0819/1301-13**

Municipal Systems Unit, Water Program  
Office of Partnerships and Regulatory Assistance

**Introduction**

The Municipal Systems Unit, Water Program, Office of Partnerships and Regulatory Assistance directly implements the Safe Drinking Water Act (SDWA) in the State of Wyoming and Indian Country and oversees the Public Water System Supervision (PWSS), Drinking Water State Revolving Fund, Operator Certification and Capacity Development programs in delegated States in Region VIII, US EPA. Also, the unit administers Tribal Set Aside Grants throughout the Region. Primarily, the incumbent is responsible for the direct implementation of the SDWA in Indian Country or for Tribally owned or operated Public Water Systems within the borders of the State of South Dakota and oversight of any drinking water programs delegated to Tribes therein.

**Major Duties and Responsibilities**

As a member of the Tribal Direct Implementation Team the engineer/scientist will:

1. Communicate with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Write study proposals, project plans, scientific and technical papers, publications, etc.
2. Accomplish duties related to implementation of SDWA.
3. Review and analyze technical and/or administrative issues in order to implement drinking water programs.
4. Program/Project Management
  - a. As PWSS Project Officer provide advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate drinking water policies, plans, and programs. Using established EPA protocols, review, analyze, and recommend modifications of routine projects or portions of complex plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of the SDWA. Develop and analyze data and prepares reports relating to the responsiveness of implementation plans for State, local and/or Tribal drinking water programs.

b. Serve as rule manager for one or more National Primary Drinking Water Rules or technical liaison on drinking water programs that include controversial characteristics such as conflicting program goals and requirements. Review, analyze, and recommend actions to ensure local and/or tribal utility compliance with SDWA. Develop and analyze data and prepare reports relating to the responsiveness of implementation plans for State, local and/or Tribal drinking water protection programs.

c. Serve as a technical specialist involved in significantly complex drinking water programs that include a variety of controversial characteristics such as conflicting environmental, cultural, and/or political factors. Review, analyze, and recommend modifications of plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of SDWA. Develop and analyze data and prepares reports relating to the responsiveness of implementation plans for State, local and/or Tribal drinking water protection programs.

d. As rule manager or PWSS project officer serve as a technical authority in providing expert advice and assistance to State, local and/or Tribal governments on matters relating to the development, execution and monitoring of the most complex and politically sensitive drinking water policies, plans, and programs. Develop and/or analyze proposals for new or revised drinking water protection regulations and determine their impact on public health.

e. Respond to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

5. Work Assignment Manager 20%

a. Serve as a Work Assignment Manager (WAM), who monitors a specific portion of work under a contract for cost-reimbursable, level-of-effort contracts. The WAM is designated in the work assignment and works under the direction and control of a Project Officer.

b. Define and prepare the scope of work for work assignments issued against the contract. Ensure that the proposed scope of work for the work assignment is within the general scope of work for the overall contract. Obtain the proper funding commitments to fund the work assignment. Develop the government's work estimate identifying the level of effort required to complete the work assignment as necessary. Determine the appropriate appropriation/accounting data applicable to the work assignment to aid the Finance Office in properly disbursing funds. Ensure that the use of multiple appropriations is in compliance with the Agency's policy. Calculate the number of work years needed,



the proper labor mix, the project schedule and/or milestones, reporting requirements, travel, any government property or equipment, and any other information which the Contracting Officer or contractor properly needs to understand the work requirement being issued.

c. Review and recommend approval/disapproval of the work plans issued by the contractor describing the approach necessary to implement the tasks in the work assignment. Recommend approval/disapproval of any aspect of the proposed work assignment budget except for the costs already established by the contract (fringe and overhead rates, general and administrative costs and fees). Ensure that any consultant or subcontractor identified in the work plan have been properly authorized by the Contracting Officer to perform work on the contract.

d. Monitor and oversee the performance of the work assignment. Provide the necessary government technical direction to the contractor. Review all vouchers submitted by the contractor for payment against the appropriate work assignment and recommend approval or disapproval through the project officer. Review all progress reports submitted by the contractor in order to properly monitor and control costs as well as ensure contractor performance and use of proposed personnel. Identify and report any subcontractor, cost, performance, or conflict of interest problems to the Project Officer. Review and recommend approval or disapproval of all deliverable products submitted by the contractor under the work assignment. Submit a final report to the Project Officer on overall contractor performance, a summary of costs incurred, and a summary of the tasks performed.

## **Factors**

### **1. Factor 1-8 Knowledge Required by the Position**

Mastery of specialty areas in the engineering and/or science field encompassed by the position sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of scientific and/or engineering technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major scientific and/or engineering technical issues. The position requires a mastery of applicable drinking water statutes and regulations.

2. Factor 2-4 Supervisory Controls

The supervisor establishes overall objectives and resources available. The supervisor, team leader and engineer/scientist jointly develop projects, priorities and deadlines. The engineer and/or scientist independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

3. Factor 3-4 Guidelines

Technical, regulatory, and policy guidelines are often broad and nonspecific. The engineer/scientist is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

4. Factor 4-5 Complexity

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering and/or scientific and management requirements. The work requires originating innovative scientific and/or engineering techniques, establishing criteria and standards applicable to wide range of scientific and/or engineering problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science.

5. Factor 5-5 Scope and Effect

The work includes the resolution of a broad range of critical or highly unusual engineering and/or scientific problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer and/or scientist serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering and/or scientific activities and broad policy issues.



**6. Factor 6-3 Personal Contacts**

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

**7. Factor 7-3 Purpose of Contacts**

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

**8. Factor 8-1 Physical Demands**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.


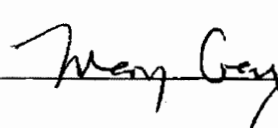
**9. Factor 9-1 Work Environment**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas, water treatment works or construction sites.

**Other Significant Facts**

1. The position is located in Pierre, South Dakota.
2. Required overnight travel may be as high as 35%.
3. Position may require performance of on-call or standby duty.

1-15-12

|  |  |   |  |  |                   |
|--|--|---|--|--|-------------------|
| United States Environmental Protection Agency<br>POSITION DESCRIPTION COVERSHEET   |  | 1. DUTY LOCATION<br>Denver, CO  |  | 2. POSITION NUMBER<br>511514   |                   |
| 3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position<br>00016940   |  |   |  |  |                   |
| b. Title   |  | c. Pay Plan   | d. Series  | e. Grade   | f. CLC            |
| Sup <del>ERVISORY</del> ENVIRONMENTAL PROTECTION Spec  |  | GS  | 0028   | 14   |                   |
| 4. Supervisor's Recommendation   |  |   |  |  |                   |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any)<br>Supervisory Environmental Protection Specialist  |  | 6. NAME OF EMPLOYEE<br>LISA KAHN  |  |  |                   |
| 7. ORGANIZATION (Give complete organizational breakdown)   |  | c. *Drinking Water Unit A   |  |  |                   |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY  |  | f.  |  |  |                   |
| b. Region 8 OPRA - *Office of Water Protection   |  | g.  |  |  |                   |
| c. -Water Program Drinking Water Unit A-   |  | h. Employing Office Location<br>*XFBA0000   |  |  |                   |
| d. *Safe Water Drinking Program  |  | i. Organization Code<br>-90856600-  |  |  |                   |
| 8. SUPERVISORY STATUS  |  |   |  |  |                   |
| <input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |  |   |  |  |                   |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |  |   |  |  |                   |
| a. Typed Name and Title of Immediate Supervisor<br>Sadie Hoskie, Director, Water Program   |  | d. Typed Name and Title of Second-Level Supervisor<br>Callie Videtich, Deputy Director, OPRA  |  |  |                   |
| b. Signature<br>  |  | c. Date<br>8/9/11   | e. Signature<br> |  | f. Date<br>9/1/11 |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.  |  |   |  |  |                   |
| a. Promotion Potential<br><input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:  |  |   |  |  |                   |
| b. PSB Risk Designation<br><input type="checkbox"/> 1 Low<br><input checked="" type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No  |  | c. Financial Disclosure Form<br><input type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required   |  | d. "Identical, Additional" (IA) Allocation This position<br><input type="checkbox"/> may be IA'ed<br><input type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent |                   |
| e. FLSA Determination<br><input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive  |  | f. Functional Classification Code<br>02   |  |  |                   |
| g. Bargaining Unit Code<br>8888  |  | h. Check, if applicable:<br><input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties (___ % of time)<br><input type="checkbox"/> This position is subject to random drug testing (___) |  | i. Classifier's Signature<br>  |                   |
| j. Date<br>9-14-11   |  |   |  |  |                   |
| 11. REMARKS  |  |   |  |  |                   |

\*realignment per re-org eff. 10/2/16

- Coordinates activities with the Chief of Drinking Water Unit B to ensure a collaborative, unified drinking water program throughout the region.

Manages and directs a multi-disciplinary staff responsible for providing regulatory control of public health for PWSs in Wyoming. Provides program oversight of delegated states. The Unit staff consists of highly qualified professionals who are knowledgeable in all aspects of public health regulatory control and contribute to developing a sound public health program.

Directs the staff in the policy and objectives of public health programs. Provides leadership to the staff and to the states within the Region in setting and accomplishing priorities established through public health laws and Agency regulations. Coordinates the activities of the staff to provide the most effective programs possible. Develops and implements strategies for implementing the public health programs through influencing state directions and documenting state priority activities in the state/EPA Agreements, state grant agreements, and other official documents. Provides broad administrative, technical and program direction and guidance to team leaders. Negotiates agreements and explains program priorities, activities, plans, and other program actions.

Makes recommendations and decisions on the resource needs of the Unit including administering the development of budget documents and work plans. Determines goals and objectives that need additional emphasis, determines the best approach or solution for resolving budget shortages and plans for long range staffing needs.

Represents the program and the states in the Region in national workgroup activities influencing the direction taken on national regulations, policies and budgets.

Plans the work of the Unit and assures implementation of goals and objectives for the environmental program, ensuring that available resources are employed in the most effective manner. Reassigns employees and other resources, including state grants, in order to respond the changing directions from alterations in legislation and policies.

Identifies developmental and training needs of employees in the Unit and provides for such training and development. Negotiates performance agreements, evaluates performance and recommends ratings for other supervisors and/or team leaders and staff. Reviews and approves performance agreements, ratings and promotions recommendations. Initiates disciplinary actions as required.

Hears, reviews and takes appropriate action on serious employee complaints and disciplinary actions involving subordinates.

Guides and manages the work of the Unit and makes decisions on work-related issues. Advises senior managers on policy and programmatic issues and their potential impact. Represents the

- ☒ 2. Exercise significant responsibilities in dealing with other officials or in advising management;
- ☒ 3. Assure equity of performance standards and ratings developed by subordinates or comparable equity in assessing contractor work;
- ☒ 4. Direct major program segment of significant resources (e.g., multimillion dollar);
- ☒ 5. Make decisions presented by team leaders or similar personnel/contractors
- ☒ 6. Evaluate subordinate leaders, serves as reviewing official for non-supervisory employees;
- ☒ 7. Approve selections for subordinate non-supervisory positions;

- ☒ 10. Approve serious disciplinary actions for non-supervisory subordinates;
- ☒ 11. Decide on non-routine, costly, or controversial training needs
- ☐ 12. Determine whether contractor work meets standards for payment;
- ☒ 13. Approve within-grade increases, extensive overtime, and travel;
- ☒ 14. Recommend awards/bonuses, position changes, and classification changes, subject to approval by higher level;
- ☒ 15. Find ways to eliminate or reduce work barriers, promotes team building, improves business practices.

AND/OR

☐ Exercises authority to set long-range work plans and schedule in-service or contracted work, develop overall goals and objectives, assure implementation of the goals and objective (by lower and subordinate organizational units or others), determine goals and objectives needing emphasis, resolve budget shortages, and plan for long-range staffing needs, including whether to contract out work. This position is closely involved with high level program officials(or comparable agency level staff/personnel) in the development of overall goals and objectives for assigned staff function(s), program(s), or program segment(s).

## PERSONAL CONTACTS

### LEVEL 4A-3 75 Points

#### Nature of Contacts

Contacts are generally with the following levels: high ranking managers, staff at agency headquarters and major organization levels, or in other agencies, key staff of public interest groups, influential journalists for city/county, Congressional assistants, contracting/technical staff of large industrial firms, or local officers of regional/national organizations, or local government. Contacts often require extensive preparation on complex subjects.

#### Purpose of Contacts

### LEVEL 4B-3 100 Points

Contacts are to justify, defend, or negotiate representing the project/program segment(s), in gathering commitment of resources, or compliance with policies, regulations or contracts, and involve active participation in conferences, meetings, hearings, or presentations on important issues

## DIFFICULTY OF TYPICAL WORK DIRECTED

### LEVEL 5-8 1030 Points

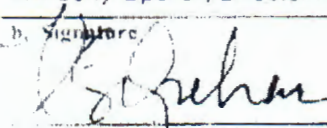
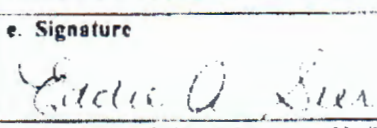
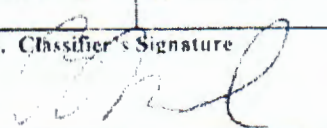
At least twenty-five percent of the non-supervisory duty hours of subordinates workload (not positions or employees) is equal to the GS-13 level.

## OTHER CONDITIONS

### LEVEL 6-5 1225 Points

The level of difficulty/complexity of the supervisory duties and authorities is based on supervision of highly technical, professional work at the GS-13 level involving extreme urgency or controversy, or other comparable demands due to research, development, test and evaluation, design, policy analysis, public safety, public health, medical, regulatory or comparable implications.

**TOTAL POINTS = 4005 Points**

|  |                                     |  |   |   |                            |
|--|-------------------------------------|--|---|---|----------------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |                                     | <b>1. DUTY LOCATION</b><br>DENVER  |   | <b>2. POSITION NUMBER</b><br>X8 16012   |                            |
| <b>3. CLASSIFICATION ACTION</b> a. Reference of Series and Date of Standards Used to Classify this Position<br>US DPM PC 100 10/22/15 15-000003 10/22/15   |                                     |  |   |   |                            |
| <b>b. Title</b>  |                                     | <b>c. Pay Plan</b>   | <b>d. Series</b>  | <b>e. Grade</b>   | <b>f. CLC</b>              |
| <b>Official Allocation</b>   | Environmental Protection Specialist | GS   | 0028  | 12  |                            |
| <b>4. Supervisor's Recommendation</b>  | Environmental Protection Specialist | GS   | 0028  | 12  |                            |
| <b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>  |                                     | <b>6. NAME OF EMPLOYEE</b> Shirley M. Lachar   |   |   |                            |
| <b>7. ORGANIZATION (Give complete organizational breakdown)</b>  |                                     | <b>e.</b>  |   |   |                            |
| U.S. ENVIRONMENTAL PROTECTION AGENCY   |                                     | <b>f.</b>  |   |   |                            |
| <b>b.</b> Region 8   |                                     | <b>g.</b>  |   |   |                            |
| <b>c.</b> Office of Enforcement, Compliance & Env Justice  |                                     | <b>h. Employing Office Location</b> DENVER   |   |   |                            |
| <b>d.</b> Policy, Information Mgmt & Env Justice Program   |                                     | <b>i. Organization Code</b> * XAF 00000  |   |   |                            |
| <b>8. SUPERVISORY STATUS</b>   |                                     |  |   |   |                            |
| <input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLCEG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLCEG.<br><input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |                                     |  |   |   |                            |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |                                     |  |   |   |                            |
| <b>a. Typed Name and Title of Immediate Supervisor</b><br>Kimberly Opekar, Director Policy, Info Mgmt & Env Justice Prog   |                                     |  | <b>b. Typed Name and Title of Second-Level Supervisor</b><br>Suzanne J. Bohan, ARA, ECEJ                    |   |                            |
| <b>b. Signature</b><br>  |                                     | <b>c. Date</b><br>10/22/15   | <b>e. Signature</b><br> |   | <b>f. Date</b><br>10/22/15 |
| <b>III. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.  |                                     |  |   |   |                            |
| <b>a. Promotion Potential</b><br><input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:  |                                     |  |   |   |                            |
| <b>b. PSB Risk Designation</b><br><input type="checkbox"/> 1 Low<br><input checked="" type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |                                     | <b>c. Financial Disclosure Form</b><br><input type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input checked="" type="checkbox"/> No financial disclosure forms required  |   | <b>d. "Identical, Additional" (IA) Allocation.</b> This position<br><input type="checkbox"/> may be IA'ed<br><input checked="" type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent |                            |
| <b>e. FLSA Determination</b><br><input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive  |                                     | <b>f. Functional Classification Code</b>   |   |   |                            |
| <b>g. Bargaining Unit Code</b><br>1043   |                                     | <b>h. Check, if applicable:</b><br><input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> N/A<br><input type="checkbox"/> Extramural Resources Management Duties ( <input type="checkbox"/> % of time)<br><input type="checkbox"/> This position is subject to random drug testing ( <input type="checkbox"/> N/A) |   | <b>i. Classifier's Signature</b><br>  |                            |
| <b>j. Date</b><br>11/13/15   |                                     |  |   |   |                            |
| <b>II. REMARKS</b>   |                                     |  |   |   |                            |

CI-AB-DE-2016-0010 #152278780

10/19/2015



**ENVIRONMENTAL PROTECTION SPECIALIST**  
**GS-0028-12**  
**(Safe Drinking Water Information System (SDWIS) Coordinator)**

**INTRODUCTION:**

This position is located in Region 8; Office of Enforcement, Compliance & Environmental Justice (OECEJ); Policy, Information Management & Environmental Justice Program (PJ), Denver, Colorado. The program provides information management for the various databases of record associated with Agency enforcement activities. This position supports Regional efforts located within OECEJ as well as the Office of Partnerships and Regulatory Assistance (OPRA), in its efforts associated with directing the EPA Region 8 ground water and drinking water supply programs within the broad guidelines and policy established by EPA Headquarters, the Regional Administrator, as well as Regional directives.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- ① 1. Serves as the Region 8's Safe Drinking Water Information System (SDWIS) Coordinator and data management specialist with responsibilities in primacy states, Wyoming and for Indian tribes.
2. Leads SDWIS program priorities to include national migration of SDWIS-FED and SDWIS-State to a new system, SDWIS-Prime. National, regional and state-based activities associated with this massive data migration are in progress. Responsible for coordinating the regional response to this program as follows: (a) coordinates with all Region 8 states and Region 8 Direct Implementation programs (for Wyoming and Indian Tribes) on related state system activities (data cleanup, data quality, data mapping, if needed, data migration export, etc.); (b) resolves other state related data issues as needed (unique ID's, shared data, other state data requirements); (c) represents Region 8 in all SDWIS-Prime system activities as identified, including all testing and verifying of data migrations, ad hoc query capabilities, web services and early adapters transition pilot activities; (d) implements automation improvements and new reporting tools, and, (e) meets the needs for increased technical assistance to states and Region 8 programs, as the expectations for publishing data in public information systems grows and data access tools expand.
- ⑤ 3. Develops and analyzes data and prepares reports relating to the responsiveness of data submissions and implementation plans for EPA, state and/or tribal environmental protection programs. Provides customer service and project management activities in coordination of expanding exchange network activities, implementing new tools or services, enhancement and updates of existing tools that support the water program.
- ② 4. Trains Regional and State staff on how to use the SDWIS/FED and SDWIS/Prime and other capabilities as these systems and tools modernized. Responsible for pulling standard and ad-hoc reports, and writing basic and advanced Structured Query Language



(SQL) queries of SDWIS/FED Data Warehouse (SFDW) and SDWIS/FED, SDWIS-prime; in addition to using APIs and RESTful Services for accessing data from multiple sources to support program needs. Provides research and analysis of program reporting requirements and recommends improved technical solutions. Analyzes current or projected EPA operating programs to evaluate their actual or potential effectiveness in achieving agency objectives and program activities.

- ④ 5. Functions as the principal contact for all aspects of database management relating to administration of the program's information management system. Manages complex database and data support systems for reporting activity relating to a regulatory program. Tracks the receipt and processing of Regional/State data submissions to SEWIS/FED and SDIS-Prime. Reviews and analyzes SDWIS/FED and SDWIS-Prime error reports and provides comment and technical assistance to State and Regional contacts on data errors to ensure that errors are corrected, and provides training to improve the quality of data submissions. Advises agency personnel and the public on interpretation and use of data. Provides assistance in the collection and analysis of data; develops formats to meet special needs; and trains staff in system design and operation. Communicates options and recommendations on enhanced or modernized system tools and applications.
6. Provides technical assistance to Regional and staff on current and future data management policies and helps to resolve reporting problems on special Regional and National data management projects. Participates in national data initiatives, including activities such as, testing new SDWIS/FED modules, recommending and/or developing specifications for new SDWIS/FED enhancements, training Regional and State staff to use new data management tools and in the evaluation and development of SDWIS/FED. Participates in similar national data initiatives associated with the development and enhancement of SDWIS-Prime. Performs periodic evaluations of SDWIS/FED and SDWIS-Prime data quality, identifying specify deficiencies and/or data quality issues, recommending corrective actions to state and regional contacts. Performs evaluative analysis on system capabilities and assists in the development of requirements for proposed system enhancements. Provides authoritative interpretation of the provisions of the program's database requirements and procedures; identifies and addresses ambiguities in the system; and develops flexible formats to meet specialized information needs for states and/or agency management. Serves as focal point for provision of training regarding the program's information, management system. Develops long-range evaluation techniques for conflicting, unclear issues. Reviews and analyzes data collection procedures and assists in negotiations of appropriate changes to ensure compatibility with reporting requirements. Formulates and directs the development and implementation of long-range analytical and managerial studies which guide difficult policy and managerial decisions in the design and implementation of information dissemination.
- ③ 7. Performs liaison work with individuals in a variety of organizations on proposals, regulations, policies, program issues, resources, etc. Retrieves and analyzes SDWIS/FED and SDWIS-Prime data in response to Freedom of Information Act (FOIA) requests, data evaluations, studies and special initiatives, and prepares written reports as needed.

Performs liaison work by providing programmatic oversight and coordination of local/state/tribal national programs. Assists in developing policy guidance to implement the various provisions of environmental standards. Performs liaison work by evaluating the feasibility and probable effects of local/state/tribal/national proposals. Prepares position/issues/briefing papers to strive toward consensus among the various organizations stakeholders. Conducts evaluation of state data management programs to identify strengths as well as weaknesses and makes recommendations for improvement.

8. Performs other duties as assigned.

### **FACTORS:**

#### **FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION, FL 1-7, 1250 points**

Advanced knowledge of a wide range of database techniques, requirements, methods, data sources, and procedures, sufficient to perform the full spectrum of assignments specific to SDWIS information and data activities, including: coordination of Regional Direct Implementation programs, and administration of the program's information management system; provide technical assistance and training to Regional staff; perform evaluative analysis on systems capabilities and program effectiveness; and provide recommendations on system modifications or enhancements.

Advanced knowledge of Structured Query Language (SQL), to generate reports, and write basic and advanced queries.

Knowledge of Regional environmental program principles and procedures applicable to information and database management, and a high level of skill in applying this knowledge in solving complex problems relative to SDWIS. In depth knowledge and understanding of SDWIS data requirements.

Ability to provide programmatic oversight and coordination of local/state/tribal national programs, and assist in development of policy guidance.

Practical knowledge and understanding of an environmental science or related field sufficient to assess and correlate environmental data, verify results, and discuss technical aspects of work with scientists, engineers, and other environmental experts.

Ability to communicate effectively both orally and in writing in order to prepare data reports and deliver appropriate findings and recommendations.

#### **FACTOR 2 - SUPERVISORY CONTROLS, FL 2-4, 450 points**

The supervisor sets the overall assignment objectives, program emphasis, and resources available. The employee and supervisor in consultation develop the deadlines, projects and work to be done. The employee has continuing responsibility for independently planning and carrying out SDWIS data management activities; determining the approach to be taken and the methods to

be used; resolving most of the conflicts that arise; coordinating the work with others, as necessary; and, in interpreting policy in terms of established objectives. The employee keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed to ensure conformance with overall requirements, compatibility with other work, and effectiveness in meeting objectives.

**FACTOR 3 - GUIDELINES, FL 3-4, 450 points**

Guidelines consist of administrative policies and precedents, laws, regional or area directives, agency regulations and scientific and technical references are usually applicable, but are state in general terms. The employee uses initiative and resourcefulness in deviating from refining or extending traditional methods and practices, and in developing and recommending new or substantially modified methods, criteria, or policies.

**FACTOR 4 - COMPLEXITY, FL 4-5, 325 points**

The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of SDWIS data management and coordination activities across Region 8 and with state, local and tribal governments. Assignments, projects, and evaluations are characterized by the need for substantial problem analysis as applied to data collection/cleanup/quality/mapping/migration/reporting/analysis/policy development, and programmatic oversight.

**FACTOR 5 - SCOPE AND EFFECT, FL 5-4, 225 points**

The purpose of the work is to plan and carry out a variety of important SDWIS projects and program activities. The work involves formulating projects, assessing program effectiveness, investigating or analyzing a variety of unusual conditions or questions, and providing advisory or oversight services to regional and operating personnel, and state, local, and tribal officials on specific functions and programs. The work directly influences the effectiveness and acceptability of total environmental protection systems and programs affecting a wide range of Agency activities, and functions and activities of other agencies and organizations.

**FACTORS 6 AND 7 - PERSONAL CONTACTS/PURPOSE AND CONTACT, FL 3C, 180 pts.**

Personal contacts are with employees and managers at various levels within the Region and other programs within the Agency, Regional and national database contacts; Federal, state, and local governments.

The purpose of the contacts is influence or persuade persons or groups to comply with statutory data requirements or timetables. The incumbent influences database users to use new or improved technology, and plans and coordinates work efforts to resolve operation problems.

**FACTOR 8 - PHYSICAL DEMANDS, FL 8-1, 5 points**


X8160001

The work is primarily sedentary in nature, although some physical effort may be required in walking, standing, and, carrying light items, such as, manuals or briefcases, or driving or traveling by motor vehicle.

**FACTOR 9 - WORK ENVIRONMENT, FL 9-1, 5 points**

Work is generally performed in an office setting and may involve everyday risks or discomforts that require normal safety precautions.

0400025

|   |  |  |   |   |                             |
|---|--|--|---|---|-----------------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>   |  | <b>1. DUTY LOCATION</b><br>San Francisco, CA   |   | <b>2. POSITION NUMBER</b>   |                             |
| <b>CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position   |  |  |   |   |                             |
| <b>b. Title</b>   |  | <b>c. Pay Plan</b>   | <b>d. Series</b>  | <b>e. Grade</b>   | <b>f. CLC</b>               |
| <b>Official Allocation</b>  | IT Specialist (Data Management)  | GS   | 2210  | 13  |                             |
| <b>4. Supervisor's Recommendation</b>   |  |  |   |   |                             |
| <b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)   |  | <b>6. NAME OF EMPLOYEE</b><br>Hodge, Donald C.   |   |   |                             |
| <b>7. ORGANIZATION</b> (Give complete organizational breakdown)   |  | <b>e. Drinking Water Management Section</b>  |   |   |                             |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY   |  | f.   |   |   |                             |
| b. Region 9   |  | g.   |   |   |                             |
| c. Water Division   |  | <b>h. Employing Office Location</b> San Francisco, California  |   |   |                             |
| d. Tribal and State Assistance Branch   |  | <b>i. Organization Code</b>  |   |   |                             |
| <b>8. SUPERVISORY STATUS</b>  |  |  |   |   |                             |
| <input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |  |  |   |   |                             |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |  |  |   |   |                             |
| <b>a. Typed Name and Title of Immediate Supervisor</b><br>Corine Li, Chief, Drinking Water Management Section   |  | <b>d. Typed Name and Title of Second-Level Supervisor</b><br>Michael M. Montgomery, Assistant Director, T&SA Branch  |   |   |                             |
| <b>b. Signature</b><br>  |  | <b>c. Date</b><br>31 July 2014   | <b>e. Signature</b><br> |   | <b>f. Date</b><br>7/31/2014 |
| <b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.  |  |  |   |   |                             |
| <b>a. Promotion Potential</b><br><input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____  |  |  |   |   |                             |
| <b>b. PSB Risk Designation</b><br><input type="checkbox"/> 1 Low<br><input type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No   |  | <b>c. Financial Disclosure Form</b><br><input type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required   |   | <b>d. "Identical, Additional" (IA) Allocation</b> This position<br><input type="checkbox"/> may be IA'ed<br><input type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent |                             |
|   |  | <b>e. FLSA Determination</b><br><input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive |   | <b>f. Functional Classification Code</b>  |                             |
| <b>g. Bargaining Unit Code</b>  | <b>h. Check, if applicable:</b><br><input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties (____ % of time)<br><input type="checkbox"/> This position is subject to random drug testing (____) |  | <b>i. Classifier's Signature</b>  |   | <b>j. Date</b>              |
| <b>11. REMARKS</b><br>due to reorganization<br>previously Classified<br>New Coversheet Only   |  |  |   |   |                             |

**IT SPECIALIST (DATA MANAGEMENT)  
GS-2210-13**

**POSITION SUMMARY**

As an IT Specialist (Data Management) you will:

- Serve as an expert advisor in the area of data management development, evaluation and integration.
- Provide post-development customer support for data management systems, serving as a point of contact to address various issues such as augmentation, maintenance, and problem resolution.
- Lead multifunctional development projects in database analysis, design, development, and implementation for a new system or major enhancement to an existing system.
- Ensure the integrity of regulatory data reported by delegated agencies and conduct data quality reviews and analyses from specialized data extractions for meeting Agency requirements.

**MAJOR DUTIES AND RESPONSIBILITIES**

**DUTY 1:**

**25%**

**Serve as an expert advisor in the area of data management development, evaluation and integration.** Investigate, evaluate, and develop data management tools and methods for improving productivity and database quality in support of organization needs. Design and develop efficient and effective data management systems that comply with regulatory requirements and are consistent with current and planned infrastructure and data environments. Translates technical specifications into programming specifications. Assess the feasibility of adopting new database design technologies within the current systems environment and resolve critical issues affecting the configuration of the IT infrastructure. Evaluate proposed changes in data management systems resulting from new systems, changes in hardware, or changes made by vendors. Coordinate the demonstration of new and enhanced data management systems to customers and management. Develop best practices guides for use by other database development specialists.

**KSAs: 1, 2, 3, 4, 5**

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**DUTY 2:**

**50%**

**Provide post development customer support for databases, serving as a point of contact to address various issues such as augmentation, maintenance, and problem resolution.** Manage, administer, operate, maintain and ensure security, and reliability of database systems. Responsible for establishing security, backup, storage, licensing and maintenance procedures for



specified systems. Develops schemas and data dictionaries, oversees system security, and controls flow and life cycle of information in the system. Maintains and optimizes performance of database management systems to maximize the efficiencies in execution. Ensures proper content management through the timeliness, accuracy and integrity of information contained in the system. Controls user access to ad-hoc reporting functions. In the process of providing problem resolution, analyzes system failures, develops and installs corrective procedures, monitors the execution of tests and updates documentation packages as appropriate. Provides technical assistance and training in the use of EPA database systems.

**KSAs: 1, 2, 3, 4, 5**

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**DUTY 3:**

**25%**

**Lead multifunctional development projects in database analysis, design, development, and implementation for a new system or major enhancement to an existing system.** Draft project plans; identify resource requirements; assign tasks to project members; report progress.

Responsible for identifying and correcting: weaknesses in critical performance parameters; and variances in achieving cost, schedule, and performance goals. Ensure customer and management involvement throughout the database development process; May serve as Contracting Officer Representative (COR) or Contracting Officer's Technical Representative (COTR) with responsibility for assuring contractors perform the technical and management requirements of IT contracts in accordance with contract terms, conditions, and specifications in terms of cost, quality, quantity and schedule.

**KSAs: 1, 2, 3, 6, 7, 8**

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**Additional Job or Organization Specific Responsibilities (Optional):**

- 1.
  - 2.
- 

**RECRUITMENT KNOWLEDGES, SKILLS AND ABILITIES (KSAs)**

**TECHNICAL**

1. Skill in developing, integrating, and implementing solutions to diverse, highly complex problems across multiple areas and disciplines of data management.
2. Skill in serving as a technical expert on issues of interface and overlap between proposed databases and existing systems, new projects underway, or projects proposed in the future.
3. Knowledge of configuration management disciplines.

4. Knowledge of information technology related to data base systems and related systems to serve as a technical authority covering a wide range of technology and databases.

### **PROJECT MANAGEMENT**

5. Knowledge of program management, enterprise architectural methodologies used in the design and development of information systems.
6. Knowledge of contract management sufficient to oversee requirements of IT contracts in accordance with terms, conditions, and specifications.

### **COMMUNICATION**

7. Skill in oral communications.
  8. Skill in written communications.
- 

## **FACTOR LEVEL DESCRIPTIONS**

### **Factor 1, Knowledge Required By the Position**

**Level 1-8 (1550 points)**

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Knowledge of program management, enterprise architectural methodologies used in the design and development of information systems, including the physical structure of a system internal operations and interactions with other systems.

Comprehensive knowledge of the long range mission, objectives, and management plans in the activity, the agency, and the department to serve as the technical expert on issues of interface and overlap between proposed databases and existing systems, new projects underway, or projects proposed in the future.

Knowledge of work processes, data models, work rules, file/database designs, and computer and operating procedures of assigned projects to serve as a technical expert providing leadership and technical guidance on professionals performing analysis and design of database systems.

Mastery of information technology related to data base systems and related systems to serve as a technical authority covering a wide range of technology and databases. This knowledge is used

to perform a key role in very difficult assignments involving understanding the capabilities and limitations of computer equipment configuration, utility programs, and programming aids available to lead and advise on projects and coordinate efforts at appropriate levels.

**Knowledge, Skills and Abilities required for this position:**

Ability to review and evaluate, as a technical authority, systems modifications projects and ensure that all integration and interface requirements are met.

Skill to serve as the technical authority supporting projects which include evaluation of newly developed approaches used to formulate programming or systems specifications.

**Factor 2, Supervisory Controls**

**Level 2-4 (450 points)**

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop priorities and other broad specifications for the work. The employee is responsible for planning and carrying out assignments; resolving conflicts which arise; coordinating the work with others; and interpreting, policy on own initiative in terms of established objectives. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

**Factor 3, Guidelines**

**Level 3-4 (450 points)**

Guidelines are general policies, directives, and agency regulations. Employee is required to use judgment to determine areas that need development and/or study, and ingenuity to devise and plan projects to investigate areas and carry out the work. The employee is responsible for developing and interpreting agency guidelines and uses considerable judgment to determine needed revisions and additions to the guides.

**Factor 4, Complexity**

**Level 4-5 (325 points)**

Assignments have very complex, controversial, and unconventional features, involve distilling national goals, objectives, and priorities into organizational systems, or involve developing material to supplement and interpret national guidelines. The work requires originating new techniques, establishing criteria, or developing new information.

**Factor 5, Scope and Effect**

**Level 5-5 (325 points)**

The purpose of the work is to provide technical and administrative guidance and the leadership necessary to resolve matters which are very complex, controversial, or which set general precedent; involve delicate coordination or negotiation of major consequence, or which entail prominent and fundamental matters with potential for far-reaching scope or impact. The work results in the continuous evaluation of new technologies that lead to improvements in the agency's systems design and development process and the delivery of high quality information systems that support achievement of core agency mission requirements.

**Factor 6, Personal Contacts****Level 6-3 (60 points)**

Contacts are with IT specialists and subject-matter specialists within the agency, state personnel, repair technicians, vendors, and IT corporate representatives outside the agency.

**Factor 7, Purpose of Contacts****Level 7-3 (120 points)**

Purpose is to collect and exchange information, provide consultation on problems, defend proposed approaches, negotiate settlement of differences, and resolve problem areas or controversies.

**Factor 8, Physical Demands****Level 8-1 (5 points)**

The work is primarily sedentary. No special physical demands are required to perform the work other than walking, bending, or lifting may be required during field work.

**Factor 9, Work Environment****Level 9-1 (5 points)**

The work is generally performed in a typical office setting although some field visits may be necessary.

**Total Points: 3,290**

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**Position Risk Designation:**

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**Conditions of Employment:**

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|  |  |   |   |   |   |
|--|--|---|---|---|---|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |  | <b>1. DUTY LOCATION</b><br>San Francisco, California  |   | <b>2. POSITION NUMBER</b><br>N081911  |   |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position JFS for Prof. work in Engineering & Architecture Grp; GS-0800 series; 11/08  |  |   |   |   |   |
| b. Title   |  | c. Pay Plan   | d. Series                                       | e. Grade  | f. CLC                                  |
| Official Allocation  | Environmental Engineer   | GS  | 0819  | 11  | 001                                     |
| 4. Supervisor's Recommendation   | Environmental Engineer   | GS  | 0819  | 11  |   |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any)<br>Tribal Project Officer   |  | 6. NAME OF EMPLOYEE<br><i>Kasly Ho</i>  |   |   |   |
| 7. ORGANIZATION (Give complete organizational breakdown)   |  | e. Drinking Water Protection Section  |   |   |   |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY  |  | f.  |   |   |   |
| b. REGION 9  |  | g.  |   |   |   |
| c. WATER DIVISION  |  | h. Employing Office Location<br>San Francisco, California   |   |   |   |
| d. Tribal & State Assistance Branch  |  | i. Organization Code<br>YABB0000  |   |   |   |
| 8. SUPERVISORY STATUS  |  |   |   |   |   |
| <input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |  |   |   |   |   |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |  |   |   |   |   |
| a. Typed Name and Title of Immediate Supervisor<br>David Albright, Chief, DW Protection Section  |  | d. Typed Name and Title of Second-Level Supervisor<br><i>for</i> Michael Montgomery, Assistant Director, WTR  |   |   |   |
| b. Signature<br><i>David Albright</i>  | c. Date<br>3/31/16   | e. Signature<br><i>Michael Montgomery</i>   |   | f. Date<br>3/31/16  |   |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.  |  |   |   |   |   |
| a. Promotion Potential   |  |   |   |   |   |
| <input type="checkbox"/> This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: <b>12</b>  |  |   |   |   |   |
| b. PSB Risk Designation<br><input type="checkbox"/> 1 Low<br><input checked="" type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   | c. Financial Disclosure Form<br><input checked="" type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required   | d. "Identical, Additional" (IA) Allocation This position<br><input checked="" type="checkbox"/> may be IA'ed<br><input type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent |   | e. FLSA Determination<br><input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Professional <input type="checkbox"/> Executive | f. Functional Classification Code<br>41 |
| g. Bargaining Unit Code<br>1065  | h. Check, if applicable:<br><input type="checkbox"/> Medical Monitoring Required<br><input checked="" type="checkbox"/> Extramural Resources Management Duties ( 20 % of time)<br><input type="checkbox"/> This position is subject to random drug testing ( ) |   | i. Classifier's Signature<br><i>[Signature]</i> |   | j. Date<br>4/12/16                      |
| 11. REMARKS<br><br>"Statement of Difference"   |  |   |   |   |   |

## **STATEMENT OF DIFFERENCE**

Organization: Water Division  
Drinking Water Office

Position: Environmental Engineer  
GS-0819-11

The incumbent receives progressively more complex assignments and closer supervision in the performance of duties leading to the higher grade level. Duties and responsibilities are essentially the same as described at the GS-12 level. The following factors are modified to show that Guidelines and Scope of work are less complex than at the next higher grade level.

### **GUIDELINES**

**Level: 3-3 275 points**

Guidelines consist of standard reference material, texts, and manuals covering the application of analytical methods and techniques (statistical, descriptive or evaluative) and instructions and manuals covering the subjects involved (e.g., organizations, equipment, procedures, policies, and regulations). The employee uses judgment in choosing, interpreting, or adapting available guidelines to specific issues. The guides are frequently inadequate in dealing with the more complex and unusual problems. Researches drinking water program regulations in determining the relationship between the guidelines and federal needs and requirements. Changes procedures as necessary to improve the reliability of data, enhance services, correct deficiencies, etc.


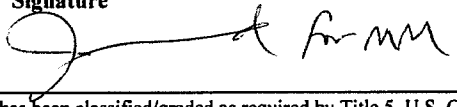
### **SCOPE AND EFFECT**

**Level 5-3 150 points**

The purpose of the work is to perform routine assignments. Employees at this level identify, analyze, and make recommendations to resolve conventional administrative problems. Study conclusions and recommendations form the basis for management decisions affecting the efficiency and economy of operations internal to the organization. Recommendations result in cost savings and improved service to the organization. The work affects the operation of systems, programs, or equipment, the adequacy of testing operations, research conclusions or administrative or engineering operations.

The work affects the operation of the drinking water environmental protection programs; the adequacy of such activities as education of community members on the risks of environmental hazards and exposure and the protection of communities. The overall goal is through the elimination of actual or potential environmental hazards, the well-being of persons in surrounding work areas or communities and the environment.



|   |                        |   |   |  |               |
|---|------------------------|---|---|--|---------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>   |                        | <b>1. DUTY LOCATION</b><br>San Francisco, CA  |   | <b>2. POSITION NUMBER</b><br>000 38298   |               |
| ASSIGNATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position   |                        |   |   |  |               |
|   | <b>b. Title</b>        | <b>c. Pay Plan</b>  | <b>d. Series</b>  | <b>e. Grade</b>  | <b>f. CLC</b> |
| <b>Official Allocation</b>  | Environmental Engineer | GS  | 0819  | 13   |               |
| <b>4. Supervisor's Recommendation</b>   |                        |   |   |  |               |
| <b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)   |                        | <b>6. NAME OF EMPLOYEE</b><br>Lee, Bessie   |   |  |               |
| <b>7. ORGANIZATION</b> (Give complete organizational breakdown)   |                        | e. Drinking Water Management Section  |   |  |               |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY   |                        | f.  |   |  |               |
| b. Region 9   |                        | g.  |   |  |               |
| c. Water Division   |                        | h. Employing Office Location San Francisco, California  |   |  |               |
| d. Tribal and State Assistance Branch   |                        | i. Organization Code<br><i>YABA0000</i>   |   |  |               |
| <b>8. SUPERVISORY STATUS</b>  |                        |   |   |  |               |
| <input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.  |                        |   |   |  |               |
| <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.  |                        |   |   |  |               |
| <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).   |                        |   |   |  |               |
| <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.  |                        |   |   |  |               |
| <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.   |                        |   |   |  |               |
| <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.  |                        |   |   |  |               |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. |                        |   |   |  |               |
| <b>a. Typed Name and Title of Immediate Supervisor</b><br>Corine Li, Chief, Drinking Water Management Section   |                        |   | <b>d. Typed Name and Title of Second-Level Supervisor</b><br>Michael M. Montgomery, Assistant Director, T&SA Branch |  |               |
| <b>b. Signature</b><br>  |                        | <b>c. Date</b><br><i>31 July 2014</i>   |   | <b>e. Signature</b><br>  |               |
|   |                        |   |   | <b>f. Date</b><br><i>7/31/2014</i>   |               |
| <b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.  |                        |   |   |  |               |
| <b>a. Promotion Potential</b>   |                        |   |   |  |               |
| <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |                        |   |   |  |               |
| <b>b. PSB Risk Designation</b>  |                        | <b>c. Financial Disclosure Form</b>   |   | <b>d. "Identical, Additional" (IA) Allocation</b> This position  |               |
| <input type="checkbox"/> 1 Low<br><input type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No   |                        | <input type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required   |   | <input type="checkbox"/> may be IA'ed<br><input type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent   |               |
|   |                        |   |   | <b>e. FLSA Determination</b>   |               |
|   |                        |   |   | <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive |               |
| <b>g. Bargaining Unit Code</b>  |                        | <b>h. Check, if applicable:</b>   |   | <b>i. Classifier's Signature</b>   |               |
|   |                        | <input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties (___ % of time)<br><input type="checkbox"/> This position is subject to random drug testing (___) |   |  |               |
|   |                        |   |   | <b>j. Date</b>   |               |
| <b>REMARKS</b>  |                        |   |   |  |               |
| Due to reorganization<br>Previously Classified<br>New Coversheet Only   |                        |   |   |  |               |

## **POSITION DESCRIPTION**

### **Interdisciplinary Position**

Environmental Engineer/Scientist, GS-0819/1301-13

Organizational Location: USEPA Region 9, Drinking Water Office

Organization Code: 90920600, Mail Code: WTR-6

**INTRODUCTION:** The Public Water System Supervision (PWSS) program, authorized by the Safe Drinking Water Act, was created to ensure safe drinking water for human consumption. The PWSS program regulates the quality of drinking water and the reliability of delivery systems. U.S. EPA Region 9, directly implements a PWSS program for all tribally-owned and operated public water systems. The incumbent, as Tribal PWSS Engineer/Scientist, has direct responsibility for tribal public water systems. This oversight responsibility involves working with tribal utilities, Department of Public Works, water resource agencies and individual owners and operators of water systems.

#### **I. MAJOR DUTIES AND RESPONSIBILITIES:**

##### **1. Core Duty Statements**

**Environmental Protection/Oversight.** Provides advice and assistance to state and local governments on matters relating to the development, execution and monitoring of adequate environmental protection plans and programs, and the development and review of related grant proposals. Reviews, analyzes and recommends modifications of plans developed by states to implement various provisions of federal environmental standards; develops and analyzes data and prepares reports relating to the responsiveness of implementation plans for state environmental protection programs, the type and level of local and regional environmental planning and similar activities. Reviews, analyzes and coordinates preparation of comments on environmental impact statements, develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impact on air, water and/or land resources, and conducts studies to identify environmental problems.

**Program Management.** Plans and manages various organizational programs. Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a technical authority in providing expert advice and assistance to state, local and/or tribal governments on matters relating to the development, execution and monitoring of the most complex and politically sensitive environmental protection policies, plans, and programs. Develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impacts. Responds to inquiries from the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

**Outreach/Representational Duties.** Identifies communication needs and develops informational materials that inform appropriate organizations of the agency's policies, programs, services and activities. Plans, coordinates and evaluates the effectiveness of both information and communication programs in furthering agency goals; advises agency management on policy formulation and the potential public reaction to proposed policies; and/or serves as an agency liaison or focal point with various governmental entities or local and private organizations. Exercises management responsibilities for grant, cooperative agreement, and/or interagency agreement activities related to the initiation, administration, and/or close-out of grants, cooperative agreements, and/or interagency agreements (IAGs), including responsibility for monitoring performance. Participates in national workgroups involved in the development of agency-wide grants program policy to resolve national program problems.

**Enforcement and Compliance.** Performs work as a technical specialist conducting inspections, investigating cases of violation, and/or preparing enforcement actions. As a technical authority, investigates the most complex cases of violation and prepares enforcement actions, evaluating information gathered as a basis for determining appropriate regulatory action. Serves as a resource in the development and prosecution of enforcement cases. Provides expertise in reviewing reports of inspections or investigations conducted by other regional personnel to determine appropriateness of actions taken. Determines need for and requests personnel to conduct special field inspections of sources identified as potential violators of permit conditions or other applicable laws and regulations. Confers with regional attorneys on the most complex enforcement actions, providing technical data for inclusion in administering orders or consent decrees. Serves as a technical authority in the development and prosecution of enforcement cases. Develops technical/legal portions of legal documents. Provides authoritative guidance, support, and oversight of enforcement and compliance activities undertaken by state, local and/or tribal governments. Participates in and/or provides administrative policy advice in settlement negotiations to assure appropriate settlements.

**Regulation Review/Implementation.** Reviews and implements environmental technical standards, guidelines, policies, and formal regulations. As a technical authority, provides principal support for completion of the regional regulatory implementation process in a program area, including conduct of public meetings and response to comments from those hearings and other public reviews. Prepares needed documentation, including draft Federal Register notices. Identifies work priorities and schedules.

## **2. Specific Duty Statements.**

**Direct Implementation.** Incumbent implements the PWSS program on Indian Lands to ensure compliance with drinking water regulations and protection of public health. Incumbent serves as the Tribal PWSS Engineer for Tribes. Incumbent performs sanitary surveys, assesses compliance with federal requirements, evaluates options for addressing instances of noncompliance, and provides training and technical assistance to ensure the protection of public health. Incumbent solicits, develops and facilitates tribal grant proposals and administers project grants to enhance proper water system operation and maintenance.

Incumbent works with a team to implement the Tribal Set-Aside Infrastructure Grant Program and manages Set-Aside Grants for the construction of new and/or improvement of existing public water systems.

Serves as a project officer for the oversight and management of tribal drinking water infrastructure projects. Responsibilities include the review, analysis and approval of plans and federal funding for the construction or modification of drinking water systems. Advises management on the resolution of programmatic and policy issues requiring sound technical judgment. Provides analysis of institutional issues impacting implementation.

Incumbent serves as a technical resource for the public, the industry, tribal and state government, system operators, and others on matters related to drinking water standards, monitoring, treatment, distribution, conservation, and public health protection.

## **II. FACTOR EVALUATION STATEMENT (FES) FACTORS:**

### **1. KNOWLEDGE REQUIRED BY THE POSITION. Level 1-8, 1550 points**

a. Technical Skills. Mastery of the principles, practices, and theories of public water supply systems and treatment, waste water distribution and treatment, and source water protection. Ability

to apply engineering and/or physical science (i.e. chemistry, physics, hydrology, etc.) principles to resolve mechanical and/or operation deficiencies, and to make recommendations or decisions positively affecting the development of major policies or programs addressing critical technical and policy issues. Ability to assess compliance, through inspection, sampling, review of chemical data, interpretation of data, and field observation. Capability to assess degree of risk posed by contamination incidents and respond in an appropriate and timely manner.

b. **Administrative/Legal Skills.** Mastery of all applicable federal law, policy, and guidelines. Knowledge of federal and state programs relevant to addressing drinking water and ground water protection objectives. Understanding of the legal, political and cultural aspects of tribal sovereignty.

c. **Communication Skills.** Understanding of public health issues related to consumption of water, including a working knowledge of toxicology, risk assessment, and risk communication. Sensitivity to cultural and political issues inherent with federal-tribal relations. Ability to educate the public on a variety of public health and compliance issues in a manner that encourages action without aggravating fear.

## **2. SUPERVISORY CONTROLS, Level 2-4, 450 points**

The employee works under minimal supervision, with assignments given in terms of the general area of emphasis, overall goals and resources available. The employee and supervisor, in consultation, develop general objectives, projects, work to be done and deadlines. The employee, having acquired expertise in a specialty area, is responsible for planning and executing assignments, selecting appropriate techniques and methodology and determining approach to be taken. The employee is expected to resolve most of the conflicts that arise and coordinate work with others as necessary. The employee interprets and applies program policy and engineering principals and keeps supervisor informed of progress, potentially controversial problems of concern, or matters having far-reaching implications. Completed work is reviewed for general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

## **3. GUIDELINES, Level 3-4, 450 points**

Guidelines are generally broad and nonspecific. Employee is required to use resourcefulness and perception, based on experienced judgment, to deviate from or extend traditional practices, methods and techniques; to adapt general guidance; or, to resolve situations where precedents are not available or applicable.

## **4. COMPLEXITY, Level 4-5, 325 points**

Assignments include a broad range of duties involving substantial depth and breadth, numerous interrelationships, many complex features or variables, and often new theories or methodologies; involve synthesizing national goals, objectives and priorities into regional applications; or, involve developing material to supplement and interpret Headquarters guidelines. The work requires originating new techniques, establishing criteria or developing new information.

## **5. SCOPE AND EFFECT, Level 5-5, 325 points**

The purpose of the work is to serve as a technical authority and provide the guidance and leadership to develop essentially new or significantly improved techniques in order to devise solutions to problems that may involve delicate coordination or negotiation of major consequence. Efforts affect policy or other decisions, the work of other technical authorities or major aspects of EPA programs.

6. PERSONAL CONTACTS, Level 6-3, 60 points

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, at the state and local government level, in private industry, environmental advocacy groups, academia, and in some cases the media and elected officials.

7. PURPOSE OF CONTACTS, Level 7-3, 120 points

Contacts are for purposes of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences and resolving problem areas or controversial issues.

8. PHYSICAL DEMANDS, Level 8-1, 5 points

The work is generally sedentary in nature, but requires some field activity such as climbing storage tank ladders and lifting spring box/storage tank access covers.

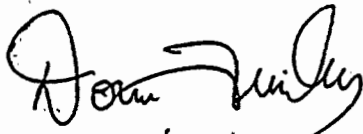
9. WORK ENVIRONMENT, Level 9-1, 5 points

Work is generally performed in an office environment with some travel to attend meetings, symposia or conferences. Some field visits may also be necessary.


Total Points = 3290

Point Range = 3155 - 3600

Grade = GS-13

  
5113104



|  |  |  |   |  |                           |
|--|--|--|---|--|---------------------------|
| United States Environmental Protection Agency<br><b>POSITION DESCRIPTION COVERSHEET</b>  |  | <b>1. DUTY LOCATION</b><br>San Francisco, California   |   | <b>2. POSITION NUMBER</b><br>N081912   |                           |
| <b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position JFS for Prof. work in Engineering & Architecture Grp, GS-0800 series, 11/08   |  |  |   |  |                           |
| <b>b. Title</b>  |  | <b>c. Pay Plan</b>   | <b>d. Series</b>  | <b>e. Grade</b>  | <b>f. CLC</b>             |
| Official Allocation  |  |  |   |  |                           |
| <b>4. Supervisor's Recommendation</b><br>Environmental Engineer  |  | GS   | 0819  | 12   |                           |
| <b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b><br>Tribal Project Officer  |  |  | <b>6. NAME OF EMPLOYEE</b><br>Tsai, Yun Jui   |  |                           |
| <b>7. ORGANIZATION (Give complete organizational breakdown)</b>  |  |  | <b>c. Drinking Water Protection Section</b>   |  |                           |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY  |  |  | f.  |  |                           |
| b. REGION 9  |  |  | g.  |  |                           |
| c. WATER DIVISION  |  |  | h. Employing Office Location<br>San Francisco, California   |  |                           |
| d Tribal & State Assistance Branch   |  |  | i. Organization Code<br>YABB0000  |  |                           |
| <b>8. SUPERVISORY STATUS</b>   |  |  |   |  |                           |
| <input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.<br><input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.<br><input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).<br><input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.<br><input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.<br><input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. |  |  |   |  |                           |
| <b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.  |  |  |   |  |                           |
| <b>a. Typed Name and Title of Immediate Supervisor</b><br>David Albright, Chief, DW Protection Section   |  |  | <b>d. Typed Name and Title of Second-Level Supervisor</b><br>Michael Montgomery, Assistant Director, WTR    |  |                           |
| <b>b. Signature</b><br>   |  | <b>c. Date</b><br>3/31/16  | <b>e. Signature</b><br> |  | <b>f. Date</b><br>3/31/16 |
| <b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.   |  |  |   |  |                           |
| <b>a. Promotion Potential</b>  |  |  |   |  |                           |
| XX This position has no promotion potential. If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:   |  |  |   |  |                           |
| <b>b. PSB Risk Designation</b><br><input type="checkbox"/> 1 Low<br><input checked="" type="checkbox"/> 2 Moderate<br><input type="checkbox"/> 3 High<br>Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |  | <b>c. Financial Disclosure Form</b><br><input checked="" type="checkbox"/> OGE-450 Required<br><input type="checkbox"/> OGE-278 Required<br><input type="checkbox"/> No financial disclosure forms required  |   | <b>d. "Identical, Additional" (IA) Allocation</b> This position<br><input checked="" type="checkbox"/> may be IA'ed<br><input type="checkbox"/> may not be IA'ed<br><input type="checkbox"/> is limited to current incumbent |                           |
|  |  | <b>e. FLSA Determination</b><br><input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT*<br>(*check exemption category)<br><input type="checkbox"/> Administrative<br><input type="checkbox"/> Professional <input type="checkbox"/> Executive |   | <b>f. Functional Classification Code</b><br><br>41   |                           |
| <b>g. Bargaining Unit Code</b><br>1065   |  | <b>h. Check, if applicable:</b><br><input type="checkbox"/> Medical Monitoring Required<br><input type="checkbox"/> Extramural Resources Management Duties ( ____ % of time)<br><input type="checkbox"/> This position is subject to random drug testing ( ____ )    |   | <b>i. Classifier's Signature</b><br><br>Elsa Newland   |                           |
|  |  |  |   | <b>j. Date</b><br>05/25/2017   |                           |
| <b>11. REMARKS</b><br><br>Previously Classified  |  |  |   |  |                           |

**R9: WD; TSAB; DWMS  
Environmental Engineer, GS-819-12**

**POSITION SUMMARY:**

As a State/Tribal Drinking Water Program Manager you will:

- Evaluate and administer regulatory programs to ensure the provision of drinking water that meets federal standards and that delivery systems meet performance requirements under the Safe Drinking Water Act (SDWA);
- Manage financial assistance agreements to States, Tribes, and the regulated industry to carry out regulatory requirements and for the design and construction of water treatment and distribution infrastructure.
- Provide technical engineering assistance to State, Tribes, and the regulated industry on the development and implementation of regulatory control measures to ensure compliance with requirements under the Safe Drinking Water Act and to ensure water system reliability and resiliency.

**MAJOR DUTIES AND RESPONSIBILITIES**

**DUTY 1**

**40%**

**Evaluate and administer regulatory programs to ensure the provision of drinking water that meets federal standards and that delivery systems meet performance requirements under the Safe Drinking Water Act (SDWA)**

Provide technical engineering advice and assistance to State, local and tribal governments on matters relating to the development, execution, and monitoring of comprehensive drinking water and source water protection programs, plans and policies.

Conduct comprehensive assessments/audits of State, local and tribal government activities and actions to determine compliance with program requirements and adherence to program delegation.

Develop and analyze regulatory decisions, analytical/sampling data, water system performance metrics and prepare reports to address complex public health matters and improve the effectiveness of State, tribal and local agencies' programs, activities and initiatives.

Serves as a technical engineering subject matter expert involved in using established EPA engineering-based protocols, policy and tools to identify, develop, review, analyze and recommend approaches that address complex political, social and economic factors related to water quality and resource management.

Represent the Agency on technical matters relating to water treatment, water distribution, water quality and water supply management at community and public forums.

#### **Duty 2**

**20%**

**Manage financial assistance agreements to States, Tribes and other agencies for program implementation and to facilities for the design and construction of water treatment and distribution infrastructure.**

Provide annual program guidance and procedural guidelines to State, local and tribal government for use of federal funding. Evaluate the progress of state, local and tribal agencies toward meeting grant commitments. Identify opportunities to leverage extramural funding to advance and strengthen programs, activities and actions to ensure the delivery of safe drinking water. Conduct technical reviews of plans and specifications to assure that the design and construction of new or modified water system facilities meet engineering standards (e.g., Ten States Standards for Water Works) and are capable of complying with federal drinking water rules and regulations.

Provide technical monitoring of grant expenditures, project cost overruns, and facility change orders. Review, analyze and recommend modifications of plans and specifications. Resolve conflicts with grantee and conduct project closeout in accordance with federal procedures.

#### **Duty 3**

**40%**

**Provide technical engineering assistance to State, Tribes, local agencies and the regulated industry on the development and implementation of regulatory control measures and the design, construction and operation of treatment facilities to maintain and improve water system reliability and resiliency.**

Develop, initiate, and provide training on drinking water technical standards, guidelines, policies and regulations. Establish policies, procedures and directives for regional implementation that address region-specific water supply demands and water resource management issues.

Review national/regional/state regulations and policy guidelines and provide comments to determine regional impact to States, local and tribal governments and the regulated industry.

Serve as rule manager for one or more national Primary Drinking Water Regulations or technical subject matter expert on drinking water treatment and processes. Review, analyze and recommend actions to ensure water system compliance with SDWA requirements.

Conduct complex, special, technical investigation of various water supply problems. Evaluates adequacy of design, and of operation and maintenance activities at water supply and treatment facilities and makes recommendations for improvements and long-term sustainability.

Conduct sanitary surveys and special investigations, identify significant water system deficiencies, and evaluates corrective action. Review reports of sanitary surveys or technical assistance conducted by other state/regional personnel or contractors to determine appropriateness of corrective actions taken to protect public health. Refer water systems for escalated enforcement and provide the technical support to enforcement program staff and regional attorneys in preparing enforcement cases.

### **RECRUITMENT KNOWLEDGES, SKILLS AND ABILITIES (KSAs):**

- 1) Knowledge of federal environmental laws and regulations;
- 2) Skill in oral communication;
- 3) Skill in collaborating with external stakeholders to provide advice and achieve consensus;
- 4) Skill in interpreting environmental regulations and policy sufficient to advise stakeholders on planning, strategies and requirements;
- 5) Skill in written communication to respond to or evaluate technical documents;
- 6) Knowledge of drinking water programs and strategies
- 7) Knowledge of grants.

### **FACTOR LEVEL DESCRIPTIONS:**

#### **Factor 1 - Knowledge Required by the Position Level 1-7 (1250 points)**

Professional knowledge of environmental engineering principles and concepts as well as the ability to apply engineering practices, methods, and techniques to independently perform technical reviews of state regulations and controls, analyze drinking water data for compliance with drinking water standards, evaluate progress made by the regulated industry towards meeting drinking water standards, prepare reports on the technical, scientific and programmatic effectiveness of State and tribal programs and recommend modifications of programs, activities and actions of States, Tribes, local agencies.

Knowledge of the Safe Drinking Water Act (SDWA) and other Federal environmental laws, regulations and policies pertaining to drinking water programs, planning, standards and requirements and the protection of drinking water quality, sufficient to evaluate State, tribal and local agency programs, projects and actions.

Skill in oral communications sufficient to provide technical advice on SDWA requirements and drinking water

Ability to deal effectively with key Federal, State, local and tribal government officials, citizens groups, the regulated industry, consultants and the public-at-large by providing interpretation of complex technical compliance program guidelines and requirements.

Skill in preparing complex, detailed reports, presentations, and briefing materials concerning the SDWA and its implementing regulations, policies and guidance.

**Factor 2-Supervisory Controls Level 2-4 (450 Points)**

Supervisor sets the overall objectives and resources available. The incumbent and supervisor consult on the development of deadlines, projects and work to be done. Incumbent is responsible for planning and carrying out assignments, resolving most conflicts, coordinating with other scientists, engineers or subject matter specialists, interpreting policy and regulatory requirements, and carrying assignments through to completion. The incumbent keeps the supervisor informed of progress and potentially controversial matters or far-reaching implications. The supervisor review complete work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. The supervisor usually does not review methods used.

**Factor 3 -Guidelines Level 3-4 (450 points)**

Guidelines range from broad environmental program policies and procedures, Federal and state statutes, regulations and Agency guidance memoranda to specific technical manuals and water industry standards. The employee uses judgment, initiative, and resourcefulness, to deviate from established methods to propose new policies and practices or extend traditional practices, methods and techniques; deal with specific issues or problems; and modify, adapt, or refine broader guidelines to resolve specific complex and intricate issues and problems where precedents are not available or applicable.

**Factor 4 - Complexity Level 4-5 (325 points)**

Assignments include a broad range of duties involving substantial depth and breadth, numerous interrelationships, many complex features or variables, and often new theories or methodologies; involve synthesizing national goals, objectives and priorities into regional applications; or, involve developing material to supplement and interpret Headquarters guidelines. The work requires originating new techniques, establishing criteria or developing new information. Assignments routinely involve balancing many factors to develop a satisfactory outcome: statutory and regulations requirements and limitations; environmental impacts, resource ) implications to state and local agencies; national, state and local political ramifications; economic impact on state, local community mid/or utility; and public perception.

**Factor 5 - Scope and Effect Level 5-4 225 points**

The purpose of the work is to serve as a technical authority, provide administrative and engineering guidance and the leadership necessary to resolve matters which are very complex, controversial, or which set general precedent; involve delicate coordination or negotiation of major consequence, or which entail prominent and fundamental matters with potential for far-reaching scope or impact. Efforts affect policy or other decisions, the work of other technical authorities or major aspects of EPA programs.

**Factor 6- Personal Contacts / Purpose of Contacts Level 6-3/7-c 180 points**

Contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, at the state and local government level, in private industry, environmental advocacy groups, academia, and in some cases the media and elected officials. Some are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. Their objectives are likely to differ and there may be elements of adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.

Contacts are for purposes of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences and resolving problem areas or controversial issues.

**Factor 8 - Physical Demands Level 8-1 5 points**

The work is primarily sedentary in nature, although walking, bending or lifting may be required during field work.

**Factor 9- Work Environment Level 9-1, 5 points**

Work is generally performed in an office environment with some travel to attend meetings, symposia or conferences. Some field visits may also be necessary.